Handouts Received
• None

Review/Intro
• Bookkeeping
  - Melissa is going to include referring text in meeting minutes
• Update on Tech Taskforce

Reviewed Agenda Items/Work Discussed
■ Kevin used p.18 of “Accreditation Standards Annotated for Continuous Quality Improvement and SLOs (Jan 06)”, document to read the example:

  1. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.

(The example refers to what Chen should/needs to include in his answer to a question asked about The Banner System.)

■ Our five main questions are ready to be emailed to our interviewees. The following is the email from 7/29, on what people will be receiving from our team:

  Hello,

  If you have received this email our subcommittee has identified you as playing a role in how technology decisions are made on the De Anza College campus. This message is NOT a generic survey and your participation is essential. Please read this message carefully, answer the included questions, and reply by the end of August. If necessary, our team may schedule a follow-up interview with you to ensure we have obtained all necessary information.

  As you are no doubt aware, the accreditation self-study process requires that we provide evidence to show both how decisions are made and their affect on student learning. To ensure the process goes as smoothly as possible, PLEASE take a few minutes to respond sooner, rather than waiting until the last minute when you will be rushed by the deadline. We encourage you to fill out the form as thoroughly as you feel able. Note that the information our team receives from you may be considered "evidence" and therefore made available to the accrediting team.

  Thank you for your participation and assistance in this process!
  - Kevin Metcalf
  - Accreditation Standard III co-chair

1. In your area, please describe the use, effectiveness, support, and Student Learning Outcomes for:
   a. Campus and district supported technology such as Catalyst, iTunesU, OmniUpdate, district issued hardware and software, etc.
   b. Unsupported software/services such as YouTube, Yahoo Groups, Facebook, MySpace, Google Sites, Flicker, Twitter, etc.

2. What training is available for this technology and how is it evaluated?

3. Are you familiar with the college Mission, Education Master Plan, and Strategic Technology Plan? How does technology use in your area integrate with these documents?

4. In your area, how are technology decisions made? Describe what affect the following have on technology decisions: campus standards, program evaluation, Total Cost of Ownership (TCO), student need.

5. Is there anyone else from your area with whom we should talk?

(All emails between interviewees are considered evidence.)
Phase 1 (identifying interviewees), and Phase 2 (interviewing them) are the two main parts we are now implementing. The above 5 questions help us form a baseline of who we really should be interviewing. We are anticipated approximately 30 interviewees.

Briefly discussed short-term gaps. Marty brought up a good example on the “hidden” training sessions and workshops going on throughout campus. The Staff Development Office is working on consolidating this information so it is easily accessible to everyone.

**Reviewed Homework**
Reviewed the markup comments and list of people we should interview, and Kevin collected our work. Kevin will be emailing our team a consolidated list(s).

**Next Meeting**
8/11/10 at 10:30am