

Meeting 33 Meeting Agenda Technology Committee Vernon College

February 21, 2020 ▪ VC 204/ CCC 712

▪ **Voting Members**

Position	Member	Present	Absent
ERP/SIS Director	Ivy Qwuarels, Chair	X	
Instructional Design & Technology Consultant/Canvas Administrator	Crystal Tate		X
Director of College Effectiveness	Betsy Harkey		X (Proxy)
Instructor/Director of Quality Enhancement Plan	Dr. Donnie Kirk	X	
Institutional Support Specialist	Jim Binion	X	
Media Specialist	Gene Frommelt	X	
Faculty	Jennifer Howard		X
Faculty	Dr. Elaine Naylor	X	
Faculty	Steven Underhill	X	
Faculty	Sharon Wallace		X
Faculty	Richard Warren	X	
Faculty	Paula Whitman	X	
Professional Staff	Tina Baker	X	
Professional Staff	Clinton Wagoner	X	
Professional Staff/ Division Chair/Classroom Technology Coordinator	Greg Fowler	X	
Professional Staff	Maria Servin		X
Professional Staff	Stephen Stafford	X	
Professional Staff/IT Specialist	Donna Turney		X
Classified Staff	Sandy Odell		X
Classified Staff	Sabre Sharp		X
Run Business Solutions Rep – IT Support	Tobi Giddens		X
Run Business Solutions – Website Support	David Tittle (Ad Hoc)		X

Quorum: x **Yes** **No**

▪ **Approval of Minutes**

- Exhibit A

- Motion By: Greg Fowler
- Second By: Jim Binion
- Item for Voting:
 - X Yes No
- Voting Outcome:
 - Motion Carried X
 - Motion Denied

▪ **General Business Reports**

- Committee Chair – ERP/SIS Director, Ivy Harris
 - Subcommittee for Technology Projects (no vote required)
 - Duties:
 1. Strategic Planning with Runbiz on upcoming projects
 2. What problems are we trying to solve? What solutions can we offer?
 3. Would help with VC Technology standards to ensure students and faculty have the same experience across all VC resources
 - *** Suggests 5-7 people including Runbiz representative and at least one faculty member

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Volunteers for the Subcommittee Are the Following: **Rick Warren, Clinton Wagoner, Donnie Kirk, Jim Binion, Crystal Tate, Paula Whitman, Greg Fowler, Ivy Qwuarels**

- AEFIS Update
 - Runbiz is now completing the sign on integration
 - The next part of the process will be to retrieve student data files

- Cybersecurity Information-
 - A Cybersecurity Safety Policy is being drafted according to Texas State Requirements and will be presented to the committee in the Spring of 2020 for input and review.
 - We are completing a thorough listing of computer software and programs the college uses on a regular basis to fulfill state requirements
 - April 2020 will be Cybersecurity training month
 - June 2020 will be Cybersecurity annual safety plan reporting month
 - October 2020 will be Cybersecurity Awareness month

- QERI Update - Dr. Donnie Kirk
 - QERI Checkout Process
 - Email Donnie and CC Anna to check out any equipment in the QERI
 - Anna will respond to the email with specific questions about your checkout requests and inform you if the equipment is available for checkout
 - Should we look into an electronic version of this process?
 - Motion By: _____
 - Second By: _____
 - Item for Voting:
 - _____ Yes X No
 - Voting Outcome:
 - Motion Carried _____
 - Motion Denied _____

It was advised that this item be a topic of discussion for the established sub-committee. The subcommittee will discuss the overall QERI process, electronic scheduling, point person for QERI, renaming the QERI, etc.

- Instructional Design Update - Instructional Design & Technology Consultant/Canvas Administrator, Crystal Tate- No updates

- **Technology Planning**
 - TAPPs (Technology, Applications, Processes, Procedures)
 - Technology Survey results are included (Exhibit B and Exhibit C)
 - Please plan to brainstorm on ways to improve the technology survey for the last meeting of Spring Semester

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Technology Committee Meeting Recommendations- Annual Action Plan
Exhibit D and Exhibit E

- Motion By: Jim Binion
- Second By: Paula Whitman
- Item for Voting:
 - X Yes No
- Voting Outcome:
 - Motion Carried X
 - Motion Denied

See the attached comments for the Technology Committee Report

▪ **Updates/Reminders**

- Technology PD
- Next Meeting: 4/3/2020 @ 11:00 am
- Important Dates

RFP Dates

Request for Proposal Issued	February 5, 2020
Deadline for Submission of Questions by Potential Respondents	February 28, 2020
Responses/Addendums Issued	March 6, 2020
Proposals Due 12:00 p.m. CST	March 13, 2020
Complete On Site Demonstrations	April 17, 2020
Negotiations Completed	May 1, 2020
Contract Awarded	May 13, 2020

▪ **Adjournment – 8:59 A.M.**