Minutes from the Institutional Technology Planning Committee 05-02-14

Present: David Corley, Jacob Freitas, Logan Merchant, Lori Collier, Tammy Robinson, and Elaine Theobald

Call to order 10:05am
Approve Minutes from previous meeting:
     Motion Lori Collier, second Jake Freitas: passed unanimously
Complete the Planning, Budgeting and Governance Process Review Planning Committee Survey
     (see survey for specifics)
Other Items:
     Lori commented on the additional wireless that was installed and that students are pleased.
     David Corley gave and update on Degree Audit/Student Planning, and Portal projects. Degree Audit/Student Planning are nearly complete. Estimate a go live date in June. Portal is now underway with our SharePoint/Portal site being stalled and setup.
Further meetings will be scheduled as needed.
Adjourned: 10:48am

Lassen Community College Planning, Budgeting and Governance Process Review
Planning Committee Survey

Committee Name: Institutional Technology Planning Committee

Date: 5/2/14

Members Present: Dr. Tammy Robinson, Lori Collier, Jake Freitas, David Corley, Logan Merchant, Elaine Theobald (guest)

Members Absent: Dave Clausen, Michael Giampaoli, Jackson Ng, Julie Johnston

Planning Section
When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited too the work of planning committees (Institutional Technology Plan, Facility Master Plan, Student Services Plan, Educational Master Plan, etc) as well as the recommendations from IPR and NIPRs.

1. What works in the planning process at Lassen Community College?
   - *The sharing of ideas and needs*
   - *The staggered due dates of master plans*

2. What doesn't work in the planning process at Lassen Community College?
   - *Better coordination of communication between planning committees*
   - *Service committees should do their plans last based on the needs outlined in other master plans*

3. What changes would you make in the process to improve efficiency and effectiveness?
   - *Service committees should do their plans last based on the needs outlined in other master plans*

4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?
   - *Budget information whenever possible*
   - *Needs outlined in other master plans*

5. Do you feel your contribution to the planning process is necessary?
   Yes

6. Do you feel your contribution to the planning process is valued?
   Yes

7. Do you feel additional planning committees are necessary for the process to work?
   No

Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge?
   Yes

2. Identify results (products) of committee activities?
   ITMP

3. Provide suggestions to change or modify the committee charge.
   None

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
   Yes

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.
   Mary Hasselwander is officially named part of the committee, but never attended.

6. How could communication between committees and others be improved with regards to governance?
   We need better communication between committee chairs to share information about projects, etc.