Meeting summary for IRC meeting held 1/21/2011 - DRAFT

In attendance: Mario Bernardo, Bob Vines, Neela Chevli, Dave Jaeger, Pat O'Connor-Benson, and Angela Meyer

1. The December 2011 Meeting Summary was approved.

   a. Neela Chevli reported that the Climate Survey results indicate inequities among the
distribution of current technology.
   b. Neela also reported that the Staff Advisory Committee had not met prior to the IRC
meeting and so feedback from the SAC members that had reviewed the Technology
resource web page had not yet been collected. This feedback is expected to be available
in time for the meeting in Feb.
   c. Upon review of the spreadsheet developed by Pat O'Connor-Benson consolidating the
   business process improvements that had collected during the December meeting, the
   following suggestions were agreed to:
      o The Excel file will be the primary method for reporting the recommendations.
      o An Executive Summary for the report will be drafted for review at the Feb meeting.
      o Marci Greene will add business processes related to the gathering and reporting of
        accreditation information.
      o The spreadsheet will be modified to include two fields: “Priority” and “Affects
        Accreditation”.
      o At the next meeting we will prioritize the business processes as High, Medium, or
        Low based on their impact on continuous improvement; and identify the processes
        that affect accreditation information.

3. Excel in retaining and promoting development of IT staff
   a. David Jaeger reported that Susan Baurer from HR has agreed to attend the Feb meeting
to provide information that will help develop benchmarks for IT staff turnover rates and
IT staffing.
   b. Consensus was to have HR provide the following:
      o Progress update on rework of the Technology position classifications project
      o CUPA reporting
      o If they had any comments on the HEITS report

4. Work closely with Budget Committee to develop a model of funding to address prioritization in
   support of IT needs.
   a. David Jaeger reported that the Budget Committee will notify the IRC of their next
meeting so the working group for this action item (Pat O'Connor-Benson, Mario
Bernardo, and Charlie Weaver) can arrange to attend.

5. Resources to meet needs: Report on how to continue to providing existing levels of academic
   support services to faculty and students as the institution fulfills its enrollment growth over the
   next 3-5 years.
   a. Bob Vines will send members a link to resources on the Board of Trustees website that
identifies the projections.
b. David Jaeger asked if Adjunct information was available. Bob Vines stated that adjunct numbers have remained steady at around 205-209 over the past few years.

c. The following suggestions were made:
   i. The Campus Master Plan would be useful in projecting impact to technical departments that support classrooms, labs, and offices
   ii. Faculty hiring projections would be useful in projecting impact to departments that provide support and in-service opportunities to faculty
   iii. Information from colleges on any changes to DL program offerings and shifts to offer more online of hybrid course sections will be useful in projecting impact to departments that provide support for ANGEL and other e-Learning technology

6. Distance Learning – Satisfaction survey results focused on enhanced tools and enhanced response in support of e-Learning and DL.
   a. David Jaeger reported that he will gather information on the scope of this action item and provide it to everyone at the next meeting.

7. The next meeting is scheduled for February 18, 2011 from 9-10:30 am in AB5-210