



Information Technology Department TLC Meeting Minutes

Date: Nov 28, 2007
Meeting: Technology Leadership Committee (TLC)
Topics: Committee Mission, Structure, Technology Approval Process, and Approved Software Approval List
Location: SAB Room 206
Prepared By: Luke Fox

These minutes represent the areas discussed, the decisions reached and the agreed upon action items.

Attendees:

Present	Name	Dept/Campus	Present	Name	Dept./Campus
x	Luke Fox	IT	x	Ida Thompson	ITS
x	Mark Leslie	IT	x	Dr. Robert Kirton	CATE
x	Doug Bennink	IT	x	Carla Burton	CATE
x	Nicole Riddle	C&I	x	Andress Carter-Sims	C&I
x	MaryAnn Sansonetti	ITS	x	Madell Dubrushin	ITS
x	Lashonda Outing	Procurement	x	Kathy Sutusky	Eau Claire HS
x	Tambra Pingle	Gibbes MS	x	Pamela Kimbrough	Eau Claire HS

Meeting Notes

1. Luke called meeting to order.
2. Welcome/Introductions
 - a. Each member introduced themselves to the committee.
 - b. Luke announced that Chanta McCoy would start as the Technology Acquisition Technician on December 3rd.
3. Luke ensured each member received a TLC Binder with various TLC documents inside.
4. TLC Mission was reviewed and approved as is.
5. TLC Committee make up was discussed.
 - a. Luke asked, "In general terms, what should the makeup of the TLC be?"
 - i. Various members indicated the committee needed members from the following departments/schools:
 1. C&I
 2. ITS
 3. IT
 4. Procurement
 5. Communications
 6. CATE
 7. Schools
 - a. Principal/AP from elementary and secondary
 - b. Curriculum Resource Teacher
 - c. Teachers
 - d. Students (two from two high schools and two from Heyward)
6. A recommendation was made to rotate the TLC meeting among the schools to encourage student participation. No decision was made.
7. A recommendation was made to move the next TLC meeting from Dec 19th to Dec 12th. The TLC agreed to this recommendation.



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8. A recommendation was made to add an IT person as a non-voting member of the Textbook Adoption Committee.
9. The Technology Selection Process was discussed.
 - a. Luke discussed the flowchart (Tab K in TLC Binder). Please see "New_Technology_Selection_Process_Change_1.pdf" for changes.
 - i. Process begins with an initiator submitting either a Request for Resource Review (for software) or Hardware/Equipment Implementation Plan (for hardware) via the tlc@richlandone.org email address. (The flowchart incorrectly states "Submit a Technology work order with the appropriate form attached.")
 - ii. The Technology Acquisition Tech will determine if a standard district standard exists. If yes, notify initiator to purchase the district standard. If no, create a work order for tracking and send the request to C&I.
 - iii. C&I/ITS will conduct an instructional test of the technology (hardware or software).
 - iv. If the technology fails instructional test, initiator is notified. If the technology passes instructional test, CAO routes work order to IT.
 - v. IT conducts a technical test. This technical test could involve a site survey coordinated by the IT Technology Acquisition Technician.
 - vi. If the technology fails the technical test, the initiator is notified. If the technology passes the technical test, the initiator is notified. The technology is added to the agenda of the next TLC meeting.
 - vii. If the TLC approves the technology, the Technology Acquisition Technician adds the technology to the approved technology list.

Action Items: (Items shaded are complete)

ITEM	DATE	ISSUE	PARTY RESPONSIBLE	DATE DUE
1	Nov 28	Add an IT person to the Textbook Adoption Committee	Nicole Riddle	TBD

Request for Information Log:

RFI#	Description	Date Sent	Requested Response Date	Response Date	Remarks

Preparation for Next Meeting:

Date/Time: Dec 12
 Location: SAB Room 206
 Preparation Required: None