Call to Order: Karl Naito, Chair
The meeting was called to order at 2:06.

Discussions:
Centralized Technology Funding Update
It was stated that technology submitted for purchase by various units and departments were pulled from their budget request and submitted to CELTT. The total amount being requested is approximately $270,000-$280,000. The Vice Chancellor for Administrative Services allocated $100,000 to CELTT, which is half of the allocation with the understanding that in spring the other half will be allocated totaling $200,000. CELTT will contact the units and departments to see if there have been any changes in their technology requests as some areas may have acquired grant funds to purchase technology. This will reduce the overall technology costs and use of TFSF funds.

From the beginning of the semester, technology purchasing was made on an emergency basis such as providing computers for new hires or replacing failed computers. Total costs are approximately $33,000.

It will be possible to fund close to everything that was requested. If CELTT is unable to fulfill all the requests, additional funding will be requested as there is a need to cover all technology needs since last year no requests for technology was funded. A two-year delay in receiving technology may affect instruction. The next step is to prioritize computer labs, study hubs, and any academic support that uses computer labs. The goal will be to stagger replacements so costs can be managed.

Review of Previous Discussions
Website Main Navigation
UHCC System has a recommendation for the main navigation menu for all college websites, as well as other system recommendations. Most of the other colleges are following the recommendations. Should we follow the recommendations?
Five main navigation buttons are recommended: 1) How to Apply, 2) Programs of Study, 3) Paying for College, 4) Services for Students, and 5) Continuing Education.

The vote was 8 for the using the main navigation menu as the system recommends (Janice, Sheila, Lisa, Calvin, Stephanie, Satoru, Kevin and MacKenzie). There were no abstentions or nays. Only one vote per unit or department was allowed.

KapCC Website Pages Ownership and Authority
Should a person be designated as the content owner for website pages, with an annual review?

The vote was 7 for (Kevin, MacKenzie, Lance, Lisa, Calvin, Sheila, Janice) and one no (Stephanie). The nay was entered, as it was not clear that this project was a high priority. It was also not clear if resources should be used for this project. Priorities will be determined by CELTT. To provide context, a list of projects by the web team will be provided on the projects that are planned.

KapCC Website Profile for Faculty and Staff
Several units have requested the ability to have profiles of their faculty and staff. Should this be allowed for units as an option?

The main page will be standardized with all the public information that is provided by the UH Directory. There is an option for faculty and staff to add personal information such a photo, professional background, honors, etc.

The vote was 8 for (MacKenzie, Kevin, Satoru, Lance, Lisa, Sheila, Janice, Calvin). No abstentions or nays.

A comment was made that this would not include lecturers as their status changes frequently. There was a feeling that without the lecturers, students would not have access to all their instructors’ information.

Revision Request to the College’s 2015 Accreditation Midterm Report
A revised Technology Plan was submitted to ACCJC as part of the College’s 2015 Accreditation Midterm Report. The Web Team is requesting that four (4) changes be made to the Technology Plan that was submitted. The Web Team feels that the language as written and submitted does not reflect accuracy. It was discussed that the changes were not substantive enough to warrant a request for revision to be submitted to ACCJC. It was stated that submitting a request would raise a “red flag” for ACCJC.
The vote was one in favor (Kevin), 5 against (Satoru, Stephanie, Calvin, Sheila, Janice) and 3 abstentions (MacKenzie, Lance, Lisa)

**Other Questions from the Field**

- Are there any plans to replace Laulima? CELTT stated there were no official plans to replace Laulima. However, it was recommended to keep information on various platforms in case of software change.

- Will Blackboard Collaborate be supported by the campus? CELTT reviewed a similar program called Big Blue Button as a possible replacement. There were some common features but significant features were missing and the work around would be too extensive. A decision was made to end the contract for the college, which was approximately $50,000 per year for a campus license and purchase it on a case-by-case basis, which is $200 per license. The total cost to the college annually is approximately $10,000 per year. This will be the option until a less expensive alternative can be found.

- Can Virtual Office be shared with several lecturers? It was not recommended unless each lecturer uses the exact same materials.

- The Honda International Center (HIC) has requested having a main navigational button on the website. They requested a prominent presence on our website as there is a large international student population that makes significant contributions to the college's budget. This would include an international admissions application. The whole process of applying and registering is different for international students. During the discussion, it was noted that the Work Group members had already voted on using the main navigation menu as the UH system recommends. Therefore, HIC should not have a main navigation button but a second option could be to provide a sub menu under a main tab. There was a general feeling that no group should have preferential treatment.

A motion was made and seconded to defer these kinds of special request decisions to CELTT, reporting to the work group. All members voted affirmatively with one abstention (Kevin).

The meeting was adjourned at 2:48 p.m.

**The next meeting is Thursday, Dec. 12 at 2:00-3:30 p.m. at Lama 111A**