New Business:

I. Dean Carlota del Portillo detailed the site use of remodeled and new buildings yet to be constructed on the Mission Campus of the future. The planning process continues to involve all major stakeholders, who sign off on the plans. The Roundtable was especially interested in the technological installations planned for the facility. Wireless networking is contemplated for the future, but network cables installed during construction will be hard-wired.

1. A wide array of college and Unified School District programs share the space at the Mission Campus of City College of San Francisco: English as a Second Language, Informational Technology, Child Development Program (including 25 openings for infants in a total of 75 openings) Graphic Communications, Broadcast Communications, Multi-Media program within the Interdisciplinary Program, and Downtown High School.

2. The existing Bartlett building is designated as building B and as an historic building. It will be remodeled, but it cannot be demolished. The new building is A, and a third small building resembling a tower is building C.

3. Mission Campus programs and Downtown High School will all be continued in the new facilities. Construction may take two years. Until construction is completed, Horace Mann Middle School and a building at 110 Bartlett will continue to provide classrooms for the day programs and the 32 credit night classes.

4. The library will include a Distance Learning designated room that includes hardware for video conferencing. A terrace outside the fourth
floor library will be reserved for staff. There will be a pedestrian bridge at the fourth floor level between buildings A and B.

5. An auditorium-theater will be multi-propose and also house Physical Education classes.

6. The Mission Science Workshop (MSW), a program funded by the National Science Foundation and representing collaboration between City College, SF State University and the SFUSD, will serve as both a lab teaching location, science field-trip destination and exhibition area for small animals.

7. In current plans, all campuses and computer labs will be networked. The proposed Mission campus plant will have faculty workroom of over 2000 square feet of floor space, two language labs for ESL and Foreign Languages, eight computer labs with some open hours for drop-in use as well as dedicated purposes, such as testing, and classrooms with “smart classroom” hardware.

8. High tech installations are numerous in the new campus. The Media/Broadcast wing includes facilities for journalism, broadcast studio, Hispanic media classes, and the Broadcast Communications program.

II. Beth Cataldo of the Multi-Media program expressed their hope that the new facility would bring the far-flung elements of the program together under one roof. While the entire program cannot be accommodated, perhaps a genre such as animation with computers could be the cornerstone of their site usage. Janet Willett mentioned a group of visiting Japanese technicians who may support or teach an animation class in Manga.

III. Susan Hovanesian presented a list of features an “ideal” ESL language lab would have. Interested and expert professionals at CCSF were mentioned, and these stakeholders are encouraged to meet with Carlota del Portillo and the architects.

IV. Francine Podenski moved that TLTR commend the representatives of Mission Campus for their great efforts, especially Carlota del Portillo who has been working with the planning of the new campus since 1976.

V. Carole Reitan was introduced as the new coordinator of the Technology Learning Center. The service of Barbara Stewart in this role was commended. It was noted that TLC has some remaining funds for training costs when it cannot be provided in-house.
VI. The status change of TLTR was announced. Formerly, TLTR was an open shared-governance committee, and it is now an unlimited shared-governance committee. Janet Willett provided forms for prospective members to request appointments from the Academic Senate’s Shared Governance Committee.

VII. Bob Gabriner explained the importance of contributions in the area of technology to the accreditation and self-study progress in preparation for 2006 Western Association of Schools and Colleges visit and evaluation. A training session on February 20, from 9:00 AM to 3:00 PM was described. Several members volunteered to attend the training session and represent the technological perspective in the self-study process.

Old Business:

I. The minutes of the December 1, 2003 meeting were corrected and approved.
   1. The words “nor be a voting member of” were stricken from item 3-a.
   2. Item 3-b was corrected to read “The chancellor wants to avoid any conflict-of-interest issue in which an advisory committee is chaired by a member of the college operation served by that committee”.
   3. In the list of members present, the spellings of Nicolar Chang and Tim Su were corrected, and Bonnie Gratch’s name was added.
   4. Francine Podenski moved that the minutes be approved, Tim Su seconded the motion, and the minutes were approved.

II. The copyright statement for all online classes was reviewed and approved. The web page with copyright information will be published to the CCSF website:

   The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course. Copyrighted course materials may not be retained or further disseminated. Learn more about copyright restrictions at the CCSF Copyright Information Web link at http://www.ccsf.edu.

III. Janet Willett placed the various components of the Strategic Plan on the upcoming agendas of TLTR.
   1. Activity “a-1” is scheduled for March. We need to document what steps will be taken to institutionalize Distance Learning classes when “growth money” becomes available to the departments involved.
   2. Activity “b” is also scheduled for March. Mamie recommends that a subcommittee meet to formulate specifications for IPTV studio installations in the Arts Extension building.
   3. Activity “c” is scheduled for April. TLTR needs to compile information, including the desktop computer roll-out and training, and a satisfaction survey of faculty. It was noted that Bob Gabriner’s survey could provide the data sought.
4. Activity “d” follows item “a” and it is scheduled for May.
5. Activity “e” will be addressed in conjunction with the Communications Committee.
6. Activity “h” will be addressed later also. Mamie expressed the need to conduct an inventory of computer labs.

Adjournment at 4:04.