



Meeting Information

Meeting Title: ATI Steering Committee Meeting	Date: 01/22/2015
Location: WH-442	Time: 2:00 pm – 3:00 pm
Meeting Called By: ATI Executive Sponsor	Purpose: ATI Campus Plan

Attendees

Checkmark “√” or “X” indicates the attendee is present.

Attendee	Representing	√
Chris Manriquez	VP IT / CITO, Chair	x
TBD	IT ATO	
Marci Payne	IT PMO	x
Bill Chang	IT Enterprise Applications	
Francisco Quinonez	Contracts & Procurement	
Patricia A. Wells	Disabled Student Services	
Kaye Bragg	Academic Affairs	x
TBD	ASI	
Will Crawford	Bookstore	
Kim McNutt	Extended & Int'l Education	
Benjamin Boish	Human Resources	
Brenda Knepper	Public Affairs	x
Jerry Moore	Senate Chair	
Clare Weber	Faculty Affairs	x

Attendee	Representing	√
Farah Fisher	Faculty	x
Garry Hart / Miguel Dominguez	Faculty	x
Naomi Moy	Faculty	x
Wei Ma	Faculty	x
Staff Support Team Members:		
Emily Olson	Public Affairs	x
Adelbert Baylis	Contracts & Procurement	x
Ángel Covarrubias	Bookstore	
Julinda Holmes	Disabled Student Services	x
Karrah Cunningham	Disabled Student Services	x
Reza Boroon	IT Academic Tech Team	x
Shon Lee	IT Web Team	x
Tak Yee Poon	IT Web Team	x

Agenda

#	Agenda Topic	Led By	Time Allotted
1	• Welcome	Marci Payne	3 min.
2	• Review ATI Audit Responses <ul style="list-style-type: none"> ○ What did we say we would do? 	Marci Payne	5 min.
3	• Assign plan writing to working groups <ul style="list-style-type: none"> ○ Instructional Materials Accessibility Plan ○ Electronic & Information Technology Procurement Plan ○ Web Accessibility Plan 	Marci Payne	10 min.
4	• Separate into working groups	Marci Payne	30 min.
5	• Next Meetings – February 5, 2015 from 2-3pm February 26, 2015 from 2-3pm March 19, 2015 from 2-3pm	Marci Payne	2 min.

Meeting Summary

#	Agenda Discussion and Decisions
1	Welcome
2	Review ATI Audit Responses Our response to the Auditors was that we would complete the consolidated University Academic Technology Initiative Plan for 20014-2017 by March, 2015
3	Assigned plan writing to working groups <ul style="list-style-type: none"> • Instructional Materials Accessibility Plan Wei Ma, Leader; Clare Weber; Farah Fisher; Jerry Moore; Kaye Bragg; Naomi Moy; Reza Boroon • Electronic & Information Technology Procurement Plan Adelbert Baylis, Leader; Will Crawford; Angel Covarrubias; Benjamin Boish; Francisco Quinonez; Kim McNutt; Patricia A. Wells; Julinda Holmes; Karrah Cunningham • Web Accessibility Plan Shon Lee, Leader; Bill Chang; Brenda Knepper; Emily Olson; Garry Hart; Miguel Dominguez; Tak Yee Poon
4	Separated into working groups The assignment for each group is to replace my place holder Key Plans with tasks that will accomplish what the place holder says and measurements of success for each task. Also, review what's written for the Process and Measurements for each Goal in your section and ensure they say what we actually do and are best practices. If they are inaccurate, feel free to update them as needed.
5	Next Meetings – February 5, 2015 from 2-3pm February 26, 2015 from 2-3pm March 19, 2015 from 2-3pm

Action Items

#	Action Item	Date Originated	Expected Completion	Status	Assigned To
1	Complete ATI Audit Tasks as per stated in responses	10/07/2014	11/28/2014 & 12/24/2014	Complete (on time)	Marci, All
2	Define and document the responsibilities and duties of the executive sponsor, and ATI Steering Committee.	10/07/2014	11/06/2014	Complete (on time)	Marci, All
3	Complete Annual ATI Report	10/13/2014	11/04/2014	Complete (on time)	Support Teams
4	Review Annual ATI Report with Committee	11/06/2014	11/06/2014	Complete (on time)	Marci, All
5	ATI Annual Report due to CO	10/09/2014	11/15/2014	Complete (on time)	Marci, Chris
6	Assigned plan writing to working groups	01/22/2015	03/19/2015	Assigned	Working Groups
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