i. A steering committee is in place with a broad base of representatives (administrators, faculty, staff) from stakeholders state-

project. A list of account codes related to computer technology purchases was provided:

6410	FH-CSMinor Computer Software
6610	FH-CSMajor Computer Software
6461	FH-CSMinor Computer and Printer
6661	FH-CSMajor Computer and Printer

An incorrect account code can be cause for placing a Purchase Requisition on hold. By consulting with ETS the process for expediting technology requests will become smoother and more efficient. ETS must manage and balance bond projects and daily requests. With advance notice through consulting requests, ETS will be able to schedule and prioritize accordingly. In working with Judy Baker and Bernata Stater and examining tech requests in advance, money can be saved though potential collaborative purchases and considering total cost of ownership. Also, determining lead times for delivery dates and communicating a deployment schedule to the requestor will add to the efficiency of the process.

- 6. Info sharing about tech projects and purchasing needs
 - a. TIF is where technology purchases should be reviewed before implementation. In addition to helping ETS with prioritizations, sharing information about tech purchases and projects can be beneficial in the following ways:
 - Make the task of comparison-shopping for tech purchases easier by collaborating with others
 - Increase your buying power by combining purchases
 - Hear lessons learned from those with experience purchasing/using similar tech products
 - Discover if we already have the tech that you need
 - b. Tech projects shared with the group were:
 - a. Purchase of OrgSync, a private online community management system that connects students to activities, programs, and departments on campus, for ASFC (Student Affairs)
 - b. Acquisition of monitoring software for both De Anza and Foothill International Student offices
 - c. implementation of ClockWork Database Scheduler, data management software specialized for disability service departments, for the Disability Resource Center,
 - d. A video production lab, for faculty to create videos for flipped classroom models, for the Physical Sciences and Engineering Center (PSEC)
 - c. Let Judy Baker know if you plan to schedule a vendor demo to spread the word and increase attendance. Also let Judy Baker know if there are any product demos you would like her to arrange.