San Diego Miramar College
Technology Committee
Tuesday, April 24, 2018 - 3:00 p.m. to 4:00 p.m., Rm. L-108
Co-chairs: Daniel Miramontez and Kurt Hill

MINUTES

Present: D. Miramontez, K. Hill, D. Mehlhoff, G. Choe, G. Magpuri, L. Ascione, B. Wilborn, B. Pacheco, K. Reinstein, and O. Lazaro

Absent: E. Brown, T. Williams

Call to Order: Called to order at 3:00 p.m. by D. Miramontez.

1. Approval of Agenda. The agenda was moved by D. Mehlhoff, and seconded by B. Wilburn, and carried to approve the agenda of April 24, 2018.

2. Review of Minutes from April 3, 2018. The minutes for April 3, 2018 was moved by L. Ascione and seconded by B. Wilborn and carried to approve. There was a change to one membership from E. Green to E Brown and one abstention by K. Reinstein.

	*Strategic Goals	Accreditation Standards

New Business:

1. Technology Committee and College Governance Committee Feedback.   **II.2, II.4**   **III.C**

Governance form was filled in last year and submitted to CGC. Their intent was to take information that will evaluate the Technology Committee. College Governance Evaluation Report was previewed. This committee's accomplishments are as follows:

Technology	
	Compiled the IELM/Technology Purchases list to replace aging equipment/infrastructure.
	Compiled the Technology Related RFF Prioritization list and forwarded to BRDS.
	Redesigned the Technology Plan 2.0.: The Next Generation and has gone to constituency groups for feedback and approval.
	Helped with the redesigned of the College website which is scheduled to go live in summer 2017

CGC came up with recommendations for improvements (observations and recommendations) and made the following:

Technology		
	• Only 4 meetings in 2016-2017 with no minutes posted within timeline • High level of vacancy in classified spots • Handbook statement "Since this committee is composed of a large group who may not all be able to participate at every meeting the minimum Quorum is five (5) members."	• Revise committee membership so that quorum is met for meetings to take place; consider revising classified spots as these are not filling. • Remove Handbook statement regarding minimum quorum. This committee is smaller than others on campus and all committees are bound by quorum rules.

For the College Governance Committee meeting to be held on May 8, 2018, will get clarification on inaccurate statement regarding classified representation and that vacant spots are not filling. No concerns with second recommendation. Feedback from this committee is that the results and observations were inaccurate and not helpful to improve this committee. Language written was being questioned and to review data provided by Technology Committee (i.e., quorum, membership, etc).

Old Business:

1. <u>Technology Committee Goals and Membership Change Form</u>. **II.2, II.4**   **III.C**

   There were minimum recommended changes from College Governance Committee (main concern was the quorum statement/interpretation). There were recommended structural (but non-substantial) and narrative changes, in particular to district membership. Rationale for changes recommended by Technology Committee was due to accreditation recommendation. Change form will be sent for second reading and will then be sent to constituencies. Final approval will be in fall semester.

2. <u>Accreditation Improvement Recommendation #7</u>   **II.2, II.4**   **III.C**
      <u>Districtwide Technology Committee and Plan</u>.

   There was a comprehensive response from Vice Chancellor Dowd, providing an outline of what to expect. Two top priorities currently are PeopleSoft and the hiring of interim IT Director and interim IT Assistant Director (which will be needed to run the Districtwide Technology Committee). Possible launch date will be in 2018-19.

3. <u>Data Accessibility – Form Recommendation</u>.   **II.2, I.4**   **III.C**

   In regards to data accessibility and BYOD (Bring-your-own-device), the context of putting forth these two recommendations is about how business is being done at the college and the student needs and experience. Recommendation:
   > 1. It is vital that the College be able to utilize a wide variety of "live" data which is kept in District databases. In the past and as of current, data access has been routinely denied for various reasons. It is time that the District work with the colleges in designing processes that allow access to central data sources. Therefore, the Miramar College Technology Committee recommends that:
   > > - The College propose an internal organizational plan to ensure Data is used appropriately and securely
   > > - The College administration advocate strongly to the District for regulated access using industry standard technologies (e.g., data connectors)

4. <u>Intranet Wi-Fi for Faculty BYOD – Form Recommendation</u>.   **II.4**   **III.C**
   Recommendation:
   > 2. As students and faculty utilize their own digital devices more often, and the era of "Bring Your Own Device (BYOD)" is well established, the District should plan for support of scenarios, in the classroom, which allow for the flexible use of these types of devices including, but not limited to, the following examples:
   > > - Students and faculty should be able to present video from their own tablets, smart-phones and laptops wirelessly using commonly accepted standards (Chromecast, WiDi, screencast, etc.)
   > > - Students should be able to share files easily, and securely, between their devices, other users' personal devices, and classroom computers including presentation systems

   As a committee, consensus was made to move forward with Recommendations 1 and 2 (Data Accessibility and BYOD).

5. <u>Hardware Standards </u>(e.g., 3D printers).   **II.2**   **III.C**
   Tabled.

6. <u>Tech Plan 2.1Update</u>.   **II.2**   **III.C**

   This is a merged document with updates from AV, ICS, and District -to formalize Tech Plan 2.1. This is only an update and not a re-iteration - Tech Plan 2.1 will be replacing Tech Plan 2.0 on the college's website. Motion was made by D. Mehlhoff to move Tech Plan 2.1 forward, seconded by L. Ascione, and moved to approve.

Old Business:

1. Website Subcommittee.   **II.2**   **III.C**

The website is about helping people find things. The primary group on our college are our students, thus our college website should be structured so that students can find things – first and foremost. Internal structure of the college has no meaning for our students. Website Subcommittee Recommendation is that the website should not be forced to mimic internal organizational structure. For example, just because Athletics is not an official program does not mean it should not appear on the front-page "program slider". The key question should be "How will students try to find it?" Suggestion was made to review what other colleges or universities are doing with student life. Recommendation to research other options, to have Website Subcommittee add subsidence for information - to show student life (calendar of events, theater, presentation, etc.), to have more options and activities on campus.

2. Informational Items.

Since Recommendations 1 and 2 were finalized, as well as Tech Plan 2.1 rolling forward, suggestion was made to cancel May meeting.

Next Scheduled Meeting: May 2018 (TBA)

Adjournment: Meeting was adjourned at 4:02 p.m.

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*San Diego Miramar College Fall 2013–Spring 2020 Strategic Goals:
1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*