

**San Diego Miramar College
Technology Committee
October 25, 2011
Room M-105**

Present: Susan Schwarz, Temmy Najimy, Rechelle Mojica, Ken Reinstein, Kurt Hill, Janice Hecksel, Tom Davenport, Kent Keyser

The meeting was called to order at 2:32 p.m.

I. Welcome

Rechelle Mojica welcomed everyone to the meeting.

II. Approval of minutes from September 27, 2011 meeting

Janice Hecksel moved to approve September 27, 2011 minutes. It was seconded by Susan Schwarz. Approved by consensus.

III. Old Business

A. Review of Governance Membership Requirement

Susan Schwarz will submit recommendations below to College Governance.

Technology Committee

Chair Eligibility – Co-Chairs: Faculty and the Dean of Library and Technology

Chair Election – Recommendation, faculty co-chair elected by committee

Chair Term – Two Years

*Committee Membership**

<i>Administrators (1)</i>	<i>Classified Staff (4)</i>	<i>Faculty (5)</i>	<i>Students (1)</i>
<i>VPI</i>	<i>AV Technician</i>	<i>School of Bus, Math, Science (1)</i>	<i>Representative</i>
<i>VPSS</i>	<i>Microcomputer Specialist Super.</i>	<i>School of Liberal Arts (1)</i>	
<i>Dean, School of Bus, Math, Science</i>	<i>Administrative Computing Support Specialist</i>	<i>School of Public Safety (1)</i>	
<i>Dean, School of Liberal Arts</i>	<i>Classified Senate Rep</i>	<i>School of TCWI (1)</i>	
<i>Dean, School of Public Safety</i>		<i>School of Library (1)</i>	
<i>Dean, School of TCWI</i>		<i>Student Services Rep.</i>	
<i>Dean, School of Library & Tech.</i>		<i>Academic Senate Exec. Rep.</i>	

**The Committee will include the Instructional School Deans of Library & Technology, the Audio/Visual Technician, the Microcomputer Specialist Supervisor, the Administrative Computing Support Specialist, five faculty representatives, one from each Instructional School, one member of student services, one classified member appointed by Classified Senate, and one Student appointed by the ASC.*

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. This shall include at least one Administrator, two Faculty, two Classified. At all times, the entire membership shall be subject to all committee agendas, minutes and correspondence.

Committee Goals:

The mission of the Technology Committee is to provide organization, recommendations, direction, and standards for campus technology. The structure of this Committee will rely upon the operational role of the administrator to orchestrate the continued development of the on-going Technology Plan, to advocate and support Instruction and Services utilizing technology, and to coordinate funding resources to maximize technology implementation campus wide. All the above listed members are voting members but the Committee will rely heavily upon the administrator's capacity to organize and implement recommendations.

The Committee will:

- Develop and update 3-year Instructional Technology Plan
- Establish technology standards and procedures for the College
- Determine technology needs and priorities to support all instruction, services, and administration
- Provide technology direction and oversight for the Website Sub-Committee
- ~~Maintain an inventory including status, warranty, and condition of all campus technology and supporting infrastructure to include all non-program specific campus technology.~~
- Provide technology expenditure recommendations to the Planning and Budget Committee.
- Provide direction and guidelines for Audio/Visual Department to ensure adequate Audio/Visual support.
- Coordinate technology training efforts with the Staff Development Committee.
- Coordinate and assist with technology planning efforts in Strategic, School and Department planning.
- Provide technology data, reports and assistance for Accreditation.

Committee Procedures and Calendar:

The Committee Chairs are the advocates for the Committee and will carry forward Committee recommendations to the following committees as appropriate:

- All Standing Committees for review and input as needed
- Planning and Budget Committee for technology expenditure recommendations, and
- College Executive Committee through normal Senate/Council channels.

The Committee will review and revise the 3-year Technology plan annually. The plan will include the following components:

- What technologies will best meet campus and program needs;
- Priorities for implementing these technologies into the classrooms and work places, and;
- The status of existing campus technologies;

The Committee may establish short term task forces to accomplish much of its work, as needed.

Additionally the Committee will invite District IT to committee meetings.

Committee will meet no less than once each month.

Standing Sub-Committees:

Website Sub-Committee - Oversight is shared with Marketing Committee.

Link to Agendas and Minutes: <http://www.sdmiramar.edu/cmte/cmteTemplate.asp?cmte=TECH>

Note: All recommendations from this committee will be based on college-wide priorities, as defined in the College Wide Master Plan (CWMP). Please refer to appendix III

B. Development Campus Power Outage Directions

During September 27, 2011 meeting, Kurt Hill mentioned the Technology Committee need to review the campus responses to unplugging computers during a power outage. He reported bringing this concern up to Facilities Committee and they recommended Technology Committee to develop directions and procedures and write up a statement to address this issue. Kent Keyser will write up a statement addressing Administrative equipment. Committee recommended after developing a statement to bring forward it to Safety Committee. (See below for draft Power Outage Procedural Statement)

Power Outages

Recommendation for Instructional Labs and Classrooms Computers

Faculty/staff in a lab/classroom during a power outage should not unplug the computers in a lab or classroom. The plugs may be inaccessible, or too numerous or too awkward to get to. Nor should faculty be the responsible party for unplugging large groups of computers. Further, there is no guarantee that faculty or instructional staff will be present during an outage – the power may fail at night, for instance.

It is this committee's recommendation that during a power outage, faculty/staff abide by the safety committee recommendations (e.g., simply evacuate and lock the room at night). Further, it is our recommendation that Facilities work with the instructional administrative computing support departments and develop a plan of shutting off breakers at the room level during an outage, and restoring those breakers after power has been restored and normalized.

Power Outages and Classroom/Lab Safety

During a power outage, large windows and daylight may suffice to allow continuation of your class, at your discretion. Should administration chose to close the campus you will be notified by the emergency phone PA system, or by "runners" send to classrooms without phones. At night, or if the room is otherwise not suitable for continued instruction, or if you have been notified that the campus is closed, simply evacuate your students and lock the classroom door behind you.

In lab environments, other safety issues may apply. Your department should work with your lab support staff to develop any specialized procedures that should be followed in a power outage or other emergency.

Remember, you have at least two hours before the zombies attack.

Comment [KH1]: Safety committee should approve any examples given.

Comment [KH2]: Safety committee recommended we draft and forward

C. Update on AV & IT Collaboration

Susan Schwarz mentioned ACS, ICS, and AV need to part of planning process for all new building development. Kurt Hill reported meeting with Aviation and Diesel but is currently not involved in the student services development. The last meeting was a while back. Janice Hecksel reported providing a computer count with Tricia Hendrickson from Gafcon but currently not involved in any of the building projects. Glenn Magpuri is absent from meeting. Susan Schwarz will email Brett Bell, Jim Bray and Tricia Hendrickson in regarding involving ACS, ICS, and AV to be part of the planning process.

D. Update: WiFi access point in S-100 building

Janice Hecksel requested getting another WiFi access point in S-100 building due to Associated Students and Student Health Services. Committee approved by consensus during September 27, 2011 meeting. Kent Keyser reported it will need to wait until the next fiscal year due to budget has been allocated for Phase I. This recommendation will be in phase II priority list. See below for phase I priority list recommendation for wireless access from 2010.

Phase I Wireless Access Priority List

- 1) I-Building (Entire building)
- 2) NTC- Naval Training Center (1st floor- Room 479 & 480)
- 3) W-Building (2nd floor- 2 Classroom and Conference Rooms)
- 4) C-100
- 5) S-200

IV. New Business

A. Prioritization of Technology items for BRDS

Tabled to next meeting. Haidar Buran will provide RFF list.

B. Budget for Maintenance Package for Printers

A discussion in regarding setting a campus budget for printer maintenances were discussed among the members. Kurt Hill reported the current wait time to fix an issue takes approximately one month due to the lack of funding. Janice Hecksel recommended printers must be above HP 4250 and raised the questions to how long a printer should keep going until it should be replaced. After a long discussion, the committee recommended to address this issue to BRDS and to have a budget item to cover maintenance kits for the campus.

V. Other

Gene Choe is the new representative for School of Technical Careers and Workforce Initiatives

VI. Next Meeting: Tuesday, November 29, 2011 @ 2:30pm in M-105

VII. Adjournment: Meeting adjourned at 3:13 p.m.