

**San Diego Miramar College
Technology Committee
April 28, 2015
3:00pm-4:00pm
Room L-108**

MINUTES

Present: Daniel Miramontez, Kurt Hill, Gene Choe, Glenn Magpuri, Alan Viersen

- I. Call to Order. The meeting was called to order at 3:02 p.m. by D. Miramontez.
- II. Approval of Minutes. It was moved by K. Hill, seconded by A. Viersen and carried to approve the minutes of February 24, 2015 with correction to Section D, second sentence: Change of wording from done to down.
- III. Approval of Agenda. It was moved by G. Magpuri, seconded by A. Viersen and carried to approve the agenda of April 28, 2015.

IV. Old Business

***Strategic Goals**

- a. IT System Upgrade (i.e., Thin Client) Update. **2.2**
Looking intently at Hyper Converge solution, which are storage and computing combined. This will absorb the remainder of the fiscal year budget. Received licensing for 50 clients, currently testing repeated trial licenses and have now received licenses for new workspace. ICS returned 12 Macs, but hasn't received credit for these Macs. Presently tracking credit, this is for IELM budget of \$13,000. Several test systems in ILC, cleaning details to access. Awaiting two major items, storage and quote from Dell - concerns if IELM budget could be used for this. ICS is documenting for District on issues solved. Pilot in ILC was on a back machine and has been moved up to a front pod. Interface has short cut to Word (which launches to Thin Client Word). Location of this is on the first pod (five computers). Word will run on newer computer. Two purposes: to keep the core computer upgraded and to provide a single deployment platform, thus, centralizing management. Roll-out timeline is on open lab areas currently, classrooms will be another step (which will rely on deployment in open labs). Challenge will be integration and storage.

b. Technology Committee and Accreditation Update. **2.2**
In regards to Accreditation Standard III.C, will be meeting on May 8, 2015. Waiting from guide from ACCJC to provide questions being addressed for the standards, this should be released by this summer. Also had questions to District related to the Technology Standard, which was sent to VC Neault, who then disseminated questions to VC Dowd. VC Dowd will write portion of Technology Standards, which will be standard verbiage to all three colleges. Answers to technology questions should arrive by end of May 2015.

c. Website Subcommittee Change Proposal Update. **2.2**
Passed major hurdle on April 7, 2015, website Subcommittee change proposal was approved by Academic Senate. Next step is the approval from CEC by the end of the term to be implemented in Fall 2015.

d. Action Items

1. Develop a process to prioritize IT needs across the college **2.4**
(i.e. develop set of criteria to replace/remove IT).

In a February discussion, it was mentioned that IT needs has not been met largely due to Proposition S&N. Staffing technology needs has not grown with facility needs placing us in a situation to consider our IT needs and prioritize them. A needs assessment will need to be done. Based on minutes from February 24, 2015, “. Before we come up with a method to refresh or prioritize, a needs assessment of technology used and distributed campus-wide is needed to help inform and drive future planning. Need to look at resource planning for support - staffing plan has not really scaled with our construction plan (to include this in the prioritization and refresh priority). Request raw data from VPI that could be analyzed by K. Hill to take enrollment data and map it to program facility. Due to the interest of time, this item will be revisited in the next meeting.”

Action was to get data from VPI Bennie, which may be problematic due to VP leaving college. Data for AV department to be reviewed as well (staffing purposes). For ICS, issue is to review/retire a lab, no process. Alternative plan is for each department to bring to the committee data to be reviewed. Also suggest data to be reviewed by members outside of the committee. Process needs to be twofold: need to look at what the data are regarding maintenance in AV and ICS, and need a bridge on how the equipment is being used along with maintenance data. Maintenance data to be used to help formulate questions to the end user and collect feedback, which will be the bridge. Staff has not grown, hindering classroom and faculty technology needs. Hiring committee is only for Academic positions, not for Classified positions, no parallel process for Classified - needs to be fed through program review. Moving forward, committee needs talking points through data for both AV and ICS so committee can analyze and develop questions for fall and implement to bridge and create an action.

2. Software Licensing Changes.

2.4

Action item for resolution to ADOBE - District licensed Adobe Cloud, staff and faculty is able to purchase a year subscription for \$20, but cost was not extended to student. Similar subscription for student will be approximately \$200. Recommendation is to use IELM funds on reoccurring basis, for BRDS look at and find a way to accommodate reoccurring licensing model for software through IELM funds. And for Technology Committee Co-chairs to talk offline with Co-chairs of BRDS regarding trend of software licensing and how to accommodate trend. This is for longer term solution (possibly to be creative with the RFF process). Discretionary funds could be a third resource.

V. New Business

a. Document the delineation of IT responsibility and procedures.

2.2

Draft Technology Committee Campus Policy Procedures was reviewed. Existing Technology plan needs updating on how the campus operates, why Office is used at locations and not Open Office, etc. (for both AV and ICS). Technology plan is a list of ICS, ACS, and AV responsibilities. What is missing is the integration among departments and how they serve the college. Plan integrates the three departments, but delineates what functions are. Need to have AV added and have this become a working document that merges into Technology Plan. Need to create a framework to integrate departments together and to delineate functions - create a plan for the future. For now, content experts to put together and write up comprehensive condensed plan. Start with AV and ICS, ACS to follow.

VI. Standing Items

a. Website Subcommittee.

2.2

No agenda item.

b. Other

- I. LLRC kiosk is back form manufacturer, to be operational by Fall 2015
- II. Agenda items are now linked to Strategic Goals, overall arching goal is to deliver educational programs and services in formats in locations that need student needs, which shows our integrated planning process.

c. Adjournment - Meeting adjourned at 4:01 p.m.

****San Diego Miramar College Fall 2013–Spring 2019 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.*