

MINUTES, November 17, 2016: TECHNOLOGY COMMITTEE

MEMBERS PRESENT: Jeremy Collins (Classified); Maggie Cordero; Veselka Danova; Vanessa Engstrom; Alice Ho (Archivist); Scott James (Secretary); DeAnna Kirchen; Kathy Moore (Co-Chair); Daniel Oase (OEC); Alfonso Oropeza; Sergio Rodriguez (Co-Chair); Mike Taylor

MEMBERS ABSENT:

Guests: Lee Krichmar

MISSION

The Technology Committee promotes the use of technology to increase efficiency of college operations and to support teaching and enhance student learning.

AGENDA ITEM	DISCUSSION	ACTION
Welcome and Introductions (Kathy/Sergio)		
Approval of Minutes (Kathy/Sergio)	<ul style="list-style-type: none">Minutes Approved	Moved: Second: Abstentions:
17/18 Prioritization Process – Rankings (Kathy)	<p>Discussion:</p> <p>Should we break down instructional use or non-instructional use? Should we break the instructional and non-instructional apart and rank them separately? (If the students are using it it should be an instructional item. If by faculty, <i>even in the classroom</i>, it is non-instructional.)</p> <p>Should we be taking the department ranking into consideration?</p> <p>Some requests were submitted late. Should we exclude them? The committee decided to let them come in.</p> <p>Questions:</p> <p>We should request changes in the request form. We asked last time but never got the changes. Some of those changes include number of students served.</p>	<p>Use our ranking for the master. If there more than one request for a division we can change the ranking based upon the department ranking.</p> <p>Late requests will not be accepted. An appeal process will be created. Only exceptional factors will be considered for accepting late requests.</p>

	<p>How do we deal with partial funding? This is difficult to figure out.</p> <p>Purpose: It is sometimes hard to figure out the purpose of the request. The tech committee discussed the need for a better justification process for the requests.</p> <p>Question: What is the process for ranking incomplete requests, such as requests that are not in the DPP.</p> <p>Improvements for next time:</p> <ul style="list-style-type: none"> • Safety needs to be a static number. • Replacement needs to be a static number • Create a more subjective ranking process • Revisit the 0-3 ranking numbers (many members went to decimal points to help in ranking) 	<p>We need to consider a supplementary form that will address these issues.</p> <p>Need to develop a process or excluding incomplete requests.</p>
Technology Plan 5-year update (Sergio)	<p>The sub-committee members are working on a draft of the technology plan.</p> <p>Timeline:</p> <ul style="list-style-type: none"> • Have a complete draft by end of January • Create and develop some tie ins for Dist. STP • Veselka will be master-document editor • Feb. and March – bring to committee for review and revision • Finish product expected by March/April 	
Newsletter (Alice)	No report	
Annual Committee Evaluation Follow-Up Survey	<ul style="list-style-type: none"> • We need to answer about 10 questions. We will table until next meeting. • If they need it before the next meeting we will do it via email 	
<p>Reports:</p> <ol style="list-style-type: none"> ASG Report PIE Update Distance Education Report ITS Standard Report TAG Report 	<p>ASG (Sam) – Town hall meeting was held last Tuesday and Wednesday where they conducted a student survey. Results will be tallied at the next senate meeting, next week.</p> <p>PIE (Alice) –</p>	

f. Website Committee Report

19k left in the budget. 10k will go to accounting lab for computers. Some money will go to performing arts. Some funding will go to the Model UN.

Distance Education (Scott) –

Canvas timeline:

We need to move fairly quickly to ensure that RSCCD does not have to pay any additional funds to Blackboard. We have until June of 2018 to transition. Below is our suggested timeline.

- **Spring 2017** - Install and configure Canvas. Begin training early adopters and online professors. Offer regular training opportunities throughout the semester.
- **Summer 2017** – Begin to offer some early adopters' classes in Canvas.
- **Fall 2017** – Offer all online classes in Canvas. Ensure that most or all of our faculty have had Canvas training. Expand classes available in Canvas. Option to continue converting from Blackboard to Canvas.
- **Spring 2018** – Last semester that Blackboard is available. Most classes should now be offered in Canvas. Training and conversion assistance is available and Blackboard is turned off for Summer 2018.
- **Summer 2018** – Production server of Blackboard is turned off. A backup Blackboard server will continue to be available for legal and archival reasons for a period of time to be determined.

ITS (Alfonso) –

Replacement funding:

- Alfonso advocated for a portion of this funding be used for the replacement fund, so that a specific percentage of the money every year refreshes the old computers on campus.
- It was noted that some of this funding is categorical and creatively funded, which makes a refresh cycle difficult to maintain.
- It was discussed whether or not a replacement should even be sent to the Technology Committee for ranking.

- Replacements include PCs and AV equip, printers, tablets, etc. and includes non-credit.
- Question: Should we send this forward to the PIE to change the Technology requests to exclude replacements? Just send us new tech requests?
- Question: Should we even consider adding new technology until we are meeting the replacement of our existing technology?
- Measure E money is creating a large problem with new machines being funded and no replacement cycle available to replace them once they are old. A process may need to be developed for retiring grant-funded technology without replacement.
- In the process of installing/configuring Mobile Device Management (MDM) system. This system manages laptops, tablets, etc. / new equipment is being installed at new OEC center, CWPC. The projectors are looking really sharp. This went live early last summer. Their center is totally wireless.

TAG (Sergio) –

TAG reviewed the Dist. Tech Plan. It has been approved with the caveat that it is a living document. It will be updated regularly. Some of the more technical stuff should be moved into the addendum. The STP will roll in the SCC Tech plan into the STP to tie it together. One example is the Canvas project. We will be updating the document to include that process as it goes.

Website (Alice) –

- Reviewed the DE Taskforce survey. Many of the colleges have a webmaster.
- The Website Committee is training for SiteImprove ADA training. Philip Tran is teaching how to make accessible documents. The next training will be at the end of December.
- The website is missing “First Class Programs” section on the website. They have a lot of questions about the FCPs. Signature programs are Senate approved and are on a cycle.

	<ul style="list-style-type: none">• Discussion: Will there be a separate page for these on the website? How does that work?• There is a committee working on the “What happens at SCC Matters” <p>Other:</p> <ul style="list-style-type: none">• None	
	Next meeting 3/16/17 Meeting Adjourned	