

MINUTES, 9/20/18, 1:30PM: TECHNOLOGY COMMITTEE

MEMBERS PRESENT: Veselka Danova (Archivist), Vanessa Engstrom, Katherine Gutierrez (Secretary), Alice Ho, Scott James (Co-Chair), DeAnna Martin, Mary Mettler, Kathy Moore, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez (Co-Chair),
MEMBERS ABSENT: Student (not yet assigned)

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 (Scott/Sergio)		
Approval of Minutes (Scott/Sergio)	May 17, 2018	Moved: Scott Second: Abstentions: Katherine Gutierrez +1 Approved
Elections: Secretary and Archivist	Secretary: Katherine Gutierrez Archivist: Veselka Danova	
Review & Revise: Governance, Structure, Mission, Responsibilities, Membership	Review framework for mission <ul style="list-style-type: none"> - Recommendations for updates to mission and responsibilities <ul style="list-style-type: none"> - Student success - equity - advocacy - planning - constantly update as appropriate - Strike: "provide tech training" - add a bullet to communicate with website committee - Membership <ul style="list-style-type: none"> - Adding a non-credit dedicated faculty member - Currently the highest level of classified on committee <ul style="list-style-type: none"> - We may have three, if another can be found 	<ul style="list-style-type: none"> - Scott putting mission on shared drive - Vote and send to collegial governance - Daniel is the non-credit faculty member - Scott send for review
Student Help Desk/IQ bar	-Student Support <ul style="list-style-type: none"> - connecting to WIFI - searching classes - wrong links - student have access to software but need support - Currently first year support center is assisting 	<ul style="list-style-type: none"> - Scott would like to make a recommendation to have student support - Ratio suggestion of student to IT staff - Scott will research SAC IQ bar and contact John Steffans, search alternative funding.

	<p>with logging in, as they have grad interns and more funding</p> <ul style="list-style-type: none"> - Federal work study - Tier 1 support <p>Ideas for WebAdvisor or Canvas:</p> <ul style="list-style-type: none"> - Some warning, indicating that student will be locked out after too many attempts to log in. 	
Technology Plan: Assign, review	<ul style="list-style-type: none"> - Tech plan is a living document that does not need to go through college council - Need to have a sub-committee for tech plan 	- Sergio can do most of this and report back
Newsletter	Submission Deadline is 10/5/18	
BPs and Ars	<ul style="list-style-type: none"> - Have information trickle down from TAC - Policy implemented to protect information - Working to get it on Board docket - District is committing to being secure - IT is hiring consultants to find vulnerabilities 	
Reports: <ol style="list-style-type: none"> a. ASG Report b. PIE Update c. Distance Education Report d. ITS Standard Report e. TAG Report f. Website Committee Report 	<p>ASG (vacant) –</p> <p>PIE (Alice) – Reviewed committee</p> <ul style="list-style-type: none"> - Minor changes to go to senate - Grants approval process <ul style="list-style-type: none"> - Streamline application process for grants under \$100,000. <p>Distance Education (Scott) – OEI</p> <ul style="list-style-type: none"> - A lot of services for free <ul style="list-style-type: none"> - Online proctoring - Tutoring through smart thinking online - counseling - Canvas 5 years for free - Badger - Caranium café -quest for success orientation module 	

	<p>ITS (Alfonso) - ITS – completed computer prep for logging in with student information</p> <p>TAG (Sergio) –</p> <p>Website (Alice) – planning training for Spring</p>	
	<p>Next meeting Meeting Adjourned at 3:01PM</p>	