

**MINUTES, [date]: TECHNOLOGY COMMITTEE**

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

**MEMBERS ABSENT:** Scott James (Secretary);

**MISSION**

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

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Welcome and Introductions</b> (Kathy/Sergio)	Introduced Sam Gonzalez as new ASG Technology Senator	
<b>Approval of Minutes</b> (Kathy/Sergio)	<p><b>09.19.16</b></p> <ul style="list-style-type: none"> <li>• Correction to change meeting date to the Sept. 15<sup>th</sup></li> </ul>	<p>Moved: Mike Second: Vanessa Abstentions:</p>
<b>Prioritization</b>	<ul style="list-style-type: none"> <li>• POLT &amp; Physics have submitted 1 request each</li> <li>• Kathy will consolidate all requests in a spreadsheets and send to members to rank into categories</li> <li>• Instruction sheet will also be provided</li> <li>• Kathy to consolidate by Nov. 3<sup>rd</sup></li> <li>• Then have a week to rank</li> <li>• Kathy will consolidate ranking to review at November's meeting to decide final ranking</li> <li>• Will separate into instructional and non-instructional requests</li> <li>• Members should plan to spend time reviewing requests that week</li> <li>• Kathy will email instructions now so members can review</li> <li>• Requests from last year should be routed to Alfonso and then he will get quotes and send to VP Arleen &amp; requestor for funding</li> </ul>	<ul style="list-style-type: none"> <li>• Kathy will email ranking instructions to members</li> <li>• Members to review instructions</li> <li>• Members to review requests before meeting</li> </ul>
<b>LMS</b>	<ul style="list-style-type: none"> <li>• Mike wrote two resolutions that are going through SCC Academic Senate</li> <li>• SAC also going the resolution process</li> <li>• SCC went thru task force reading first</li> <li>• Submitted resolution in support of Canvas first and then will submit second resolution with recommended funding of activities based on Canvas costs savings</li> </ul>	

<p>SCC Technology Plan</p>	<ul style="list-style-type: none"> <li>• District ITS Strategic Technology Plan (STO) handed out to all members</li> <li>• ITS wants feedback</li> <li>• ITS STP will be living document when new changes come up. Addendums will be issued</li> <li>• Email Sergio feedback</li> <li>• Sergio went over SCC proposed TOC for Tech Plan</li> <li>• Alfonso stated that PCs and/or media only get refreshed based on grants or new buildings. No refresh budget</li> <li>• Helpdesk discussion: does it make sense to have our own Helpdesk or keep it centralized?</li> <li>• Including Media Refresh Budget</li> <li>• Included in Addendum Projectors/Media out of warranty</li> </ul>	<ul style="list-style-type: none"> <li>• Members to review District ITS STP and email Sergio with feedback</li> <li>• Members to email Sergio with any topics to add to SCC Tech plan</li> </ul>
<p><b>SiteImprove Training</b></p>	<ul style="list-style-type: none"> <li>• SCC website has many ADA compliance issues</li> <li>• Staff web content managers need to go through training with Alfonso</li> <li>• Alfonso send out training emails and also posted on Intranet under Public Affairs web site</li> <li>• Staff can go to website and sign up</li> <li>• Alfonso says people wanted Fall training as well as Summer but actual enrollment has been low</li> <li>• OCR office looks at ADA compliance , if not your FinAid will be affected negatively</li> </ul>	
<p><b>Web Site Change (First Class Programs)</b></p>	<ul style="list-style-type: none"> <li>• Web committee asks to promote first class programs on SCC home web site</li> <li>• Also will provide First class program link under each department</li> <li>• Department should let web site committee know about desire</li> <li>• Contact Kathy, Alfonso, or Alice if interested</li> </ul>	
<p><b>Newsletter</b></p>	<ul style="list-style-type: none"> <li>• Publish newsletter every semester</li> <li>• Targeting November 1<sup>st</sup> deadline to submit</li> <li>• November release</li> </ul>	<p>Article writers to submit their articles to Alice Ho</p>
<p><b>Reports:</b>  a. ASG Report  b. PIE Update</p>	<p><b>ASG (Sam) –</b></p> <ul style="list-style-type: none"> <li>• ASG helped with voter registration drive</li> </ul>	

- c. **Distance Education Report**
- d. **ITS Standard Report**
- e. **TAG Report**
- f. **Website Committee Report**

- Halloween events with faculty coming
- T-107 will be a haunted house for the students until 6pm on various Fridays in October

**PIE (Alice) –**

- Alice reports that PIE reviewed grant application for Humanities Initiative from National Endowment for the Humanities. Grant topic is “Women in Power” targeted for first generation college students
- Also reviewed prioritization rubric
- EMC recommended PIE take over task of reviewing EMC institutional goals

**Distance Education (Scott) – Absent**

**ITS (Alfonso) –**

- Alf has a lot of equipment come in that is awaiting deployment, especially from SSSP. More than 70 Surface Pros, laptops and tablets to be lent to students that need to be configured. 30 BIOL devices awaiting deployment. iMacs also awaiting deployment.

**TAG (Sergio) –**

- Mike reported that TAG just spent the entire time going through the ITS STP

**Website (Alice) – no report**

**Other:**

- Sam mentioned that ASG publicizing dept. wants to have some SCC athletic sports highlights on all the monitors in the new buildings. Need to contact Dean Hopkins
- Sam mentioned that ASG wants to know about WiFi disconnecting issues. Jeremy replied that DO ITS in process of deploying new access points to support faster Standard C. Hiccups are experienced when a user jumps between new Standard C and Old N coverage. The

	frequency hopping in that case is very slow. As deployment progresses this issue will be eliminated.	
	<b>Next meeting 11/17/16</b> Meeting Adjourned at 3:05pm	