

**MINUTES, March 17, 2016: TECHNOLOGY COMMITTEE**

**MEMBERS PRESENT:** Amanda Campbell; Jeremy Collins; Michael DeCarbo; Alice Ho; Kari Irwin (Co-Chair); Scott James; Vanessa Jones; Kathy Moore (Co-Chair); Alfonso Oropeza; Gregory Pierot (student); Sergio Rodriguez; John Truong;

**MEMBERS ABSENT:** John Smith; Edna Tse

**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> (Professor Moore)		
<b>Approval of February 18th Minutes</b> (Professor Moore)		Moved: Kathy Second: Greg Approved unanimously
<b>Educational Master Plan Committee – Finalize Technology committee input on goals and action items.</b> (Professor Moore)	Educational Master Plan - Recommendation Change “Support faculty” with “Support faculty and staff”  There was some concern that there would not be any hiring to support this objective in the short term. It was noted that our planning is a long term objective.	
<b>Learning Management System subcommittee</b> (Professor James)	Members have been evaluating Canvas. The next LMS Subcommittee meeting will be at SAC on Thursday, April 28 <sup>th</sup> from 2:30-4.	
<b>Technology e-Newsletter</b> (Professor Ho)	Articles due March 31st	
<b>Reports:</b> <ul style="list-style-type: none"> <li>a. <b>ASG Report</b></li> <li>b. <b>PIE Update</b></li> <li>c. <b>Distance Education Report</b></li> <li>d. <b>ITS Standard Report</b></li> <li>e. <b>TAG Report</b></li> <li>f. <b>Website Committee Report</b></li> </ul>	ASG (Student Pierot) – <ul style="list-style-type: none"> <li>• Will look in to talking with DSPS about obtaining a book scanner that does not require cutting the binding off of books.</li> <li>• Requested to have a school Snapchat Geo Tag. Recommended that Eric Harson or Dean Hopkins check and approve or create the school logo for Snapchat. Pierot reported that Dean Hopkins needs to send in a request to SnapChat for an official geo tag.</li> <li>• The group recommended that the school pursue an image library with image CC attributes.</li> <li>• ASG passed a resolution requesting that after <b>1PM</b> first 5 faculty spots will be given to students and after <b>6 PM</b> all faculty/staff spots will be open to students.</li> </ul>	Action: <ul style="list-style-type: none"> <li>• Dean Irwin will talk with Eric about image library with image attributes; Greg will send an email to Dean about the Geo Tag and copy Kari and Kathy;</li> </ul>

PIE (Professor Ho)

- It was noted that a Director of Athletics was requested. The position was marked as a safety issue and the safety committee did not meet and, therefore did not submit the item.

Distance Education (Professor James) - No report

OER (Professor James) – No report

ITS (Director Oropeza)

- Purple (assistive software) is a video camera and assistive software. 5 workstations were installed in (has video conferencing for hearing impaired) H218, h231, h232, h234, h235, and 1 in Library, and one in the lobby of admissions. 1 station installed in the adjunct faculty area in the H second floor.
- The implementation of a panic button for our office phones and an app for smartphones is being tested in Admissions, Health, Financial Aid, Child Care, and Dist. Security. Project Manager Sergio Rodriguez recommended an "If you see something, say something" app to report safety or other issues on campus.
- ITS has found that a lot of equipment is purchased though one time funds. These items do not have any funds associated with replacing the equipment when it is obsolete or in need of repair. This gap is widening and ITS recommends that the gap be closed. Project Manager Sergio Rodriguez recommended a policy that stipulates that grant computers/technology be eliminated once their service life is over and are no longer supported by ITS. Director Oropeza recommend that one of our Educational Master Plan Goals be to close the gap of unsupported machines paid for by one time dollars. Kathy clarified that the goal will need to have a procedure for a replacement plan for grant computers. Kari mentioned having a priority

replacement plan.

TAG (Professor DeCarbo)

- July will soft roll out portal.
- DataTel will be converted to a cloud server. Project Manager Sergio Rodriguez mentioned that he accesses the database daily and a solution for accessing the database, with the new solution, is not yet possible. ITS will have to work on a solution for either copying the database or providing access in some other way. This cloud hosted server will increase security, increase data disaster maintenance, and will provide [24/7](#) support and better up time. Alfonso mentioned that our current security will be greatly increased in the hosted environment. The implementation will be done over time.

Website (Professor Ho)

- We don't have enough images on the website for the editors to use. Don Bunche will be working with Robbie Miller's students to take images of the campus and put that in an online library. It was noted that folks don't know that you can get a story by clicking on the images on the website.
- Site Improve checks for ADA issues. They will begin to send out ADA issues to authors. They will also have a training for ADA. Professor DeCarbo requested videos for instructions on how to make accessible documents, PDFs, images, captioning, etc.
- Some issues were identified with the calendars and how they line up.

**Next meeting April 21, 2016 in H-127-1**  
Meeting Adjourned at 3:00 PM