



**Technology Committee Meeting  
February 25, 2020 -- 2:00 p.m.  
Library 202**

**Minutes – Approved**

**COMMITTEE (√ marks those present):**

√	Iris Ingram, VP Administrative Services Chair	√	Crystle Martin, Library/LRC Co-Chair
	Ryan Gan, Systems Librarian	√	Gary Greco, SRC
	Melissa Guess, Enrollment Services	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC		Peter Marcoux, Academic Senate
	Lisa Mednick, Professional Development		Erick Mendoza, Campus Police
	Ann O'Brien, Marketing/Communications		Michael Pascual, Purchasing & Risk Mgmt.
√	Dipte Patel, Counseling	√	Gema Perez, ECCE
√	Carolyn Pineda, Research & Planning		Idania Reyes, SSC
	Joshua Rosales, Institutional Research	√	Beverly Rouse, Administrative Support/ITS
√	Maria Smith, Human Resources	√	John Tamura, Fiscal Services
	Sal Valencia, Audio Visual/ITS	√	Vladimir Vasquez, Applications/ITS
√	Claudio Vilchis, Network Services/ITS		Steve Waterhouse, Enrollment Services
√	Moses Wolfenstein, Distance Education	√	Paul Yoder, Information Security/ITS
	Elana Azose, Professional Development	√	Dave Fuhrmann, Acting CTO/ITS
√	Viviana Unda, Guest/Inst. Res. & Planning	√	Jeremy Smotherman, Guest/Inst. Res. & Planning

**STATEMENT OF PURPOSE**

The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops monitors and evaluates implementation of the College Information Technology Strategic Plan.

**Strategic Initiative – C – Collaboration**

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

## Agenda

1. Welcome/Introductions – Committee Chair and Vice President Iris Ingram opened the meeting. The committee members made introductions. Iris Ingram introduced Crystle Martin as the newly appointed Co-Chair of the Technology Committee.
2. Agenda Review – The Committee moved and seconded the Agenda for today's meeting. The Committee accepted the amended Agenda as presented with no objections.
3. Approval of [Minutes](#) – January 28, 2020 – The Committee reviewed the Minutes from the February Technology Committee meeting. Dave Fuhrmann proposed changing the wording on the subject of Apple/MAC computers, on paragraph #2 under "Technology Refresh."

The Committee moved and seconded the minutes from the February Technology Committee meeting. The Committee adopted the Minutes as amended with no objections.

4. Information Item – [2018-19 Technology Committee Self-Evaluation Survey Report](#) – The Technology Committee reviewed the results of a survey Institutional Research & Planning administered to members that were active on the committee in 2018 to determine the committee's effectiveness. The staff administered the survey via Qualtrics, a web-based tool. The findings of the survey were: a) for the committee to strengthen the level of commitment involved of those serving on the committee; b) a review and update of the committee's responsibilities; c) regularly use the results of the as informational data to help guide the committee; d) establish clear procedures and create resources/opportunities for members with regards to communication with their constituents and members of the campus community.
5. [College Query Binder](#) – Dr. Viviana Unda and Dr. Jeremy Smotherman – Dr. Smotherman presented a proposal to expand the campus' data analytics via Ellucian Analytics. Currently users have limited access to analytic data needed for program tracking and informed decision-making. The proposed Ellucian Analytics would help elevate the workload ITS and IRP has absorbed that extends beyond their core functions. The Internal Workload Cost would include an additional 3 hours per week for IRP, 3 hours per week for ITS Network Services, 8-12 hours per week for ITS Application Development Services, 3 hours per week for a Testing Team and a Project Manager. The External Workload Cost not to exceed \$65,000 over 1.5 years. Iris Ingram proposed hiring contractors to not increase the existing heavy workload of the ITS Staff if this proposal is accepted. The committee will consider the proposal.
6. [College Scheduler Program](#) – Dr. Ross Miyashiro presented a proposal to expand the campus' registration functionality via College Scheduler by Civitas Learning. By adding registration functionality via College Scheduler students will find it easier to register for courses once they find a suitable schedule. The system generates

a potential schedule and the students register for all the classes simply by clicking a “Register” button. The college will gain advantage via the Colleague Registration API and gather data that are more accurate on the backend to assist with making strategic decisions around the master schedule. The committee will consider the proposal.

7. Adjournment – Meeting adjourned at 3:00 p.m.

Goals (FY 19/20)

- i. Complete Master Calendar and Curriculums/Catalog systems
- ii. Future of Colleague ERP on site system discovery and research
- iii. Campus-wide technology planning focus
- iv. Long-term resource planning for technology
- v. Evaluation of recommendations for technology solutions.
- vi. DRP/BCP research and discovery
- vii. Maturation/operations/training on new systems
- viii. Support IEPI, Accreditation, OEI/OER, Guided Pathways, Strong Workforce...