



Technology Committee Meeting
October 18, 2016
2:00 p.m.
LLR 202

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair	√	Virginia Rapp Co-Chair	√	Dave Murphy Business Div.	√	Irene Graff Inst. Research
√	Robert Sutton SRC		Melissa Guess Financial Aid	√	Mari Baquir SSVC/Student Development	√	Howard Story Media Services /Distance Ed.
	Steve Waterhouse Admissions & Rec.	√	Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		Luis Mancía ECCE
√	Andrei Yermakov Compton Center		Bill Mulrooney Admissions&Rec	√	Noreth Men Library	√	Idania Reyes Student Equity Programs
√	Erick Mendoza Campus Police	√	Will Warren ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling & Student Success
√	Lisa Mednick Prof. Development	√	Rebecca Russell Library	√	Maria Smith Human Res.		Ann Garten Public Info.
√	Pete Marcoux Humanities	√	Thurman Brown Tech Services	√	Paul Yoder IT Security	√	Aisha Kareem Student

“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.”

I. Old Business

- a. The minutes from the September 20, 2016 Technology Committee meeting are approved.

II. Current Projects Update

- a. Early Alert System – We have a Production Tenant and a Test Tenant in place. We are scheduling a training for faculty and counseling. The Production Tenant is on schedule. We have single user i.d. sign-on’s equivalent to what is currently being used to sign on to their desktops. We have yet to secure a date when we will do the actual data launch.
- b. Campus WiFi – Negotiations are ongoing with Dell to provide and install the WiFi throughout the campus.
- c. 9-11 Emergency Phones for Classrooms – We have the major buildings covered. We are installing in the Music building. We have completed ArtB. We have under 100 phones left to install in the classrooms. We will add a phone to the existing phone line in Distance Education.
- d. Canvas – We have migrated Canvas away from Etudes. The contract was approved at the Chancellor’s office. We are in the early stages of building our beta test. This week is the training for the administrative portion for Distance Education, Information Technology and support for faculty on a day-to-day basis.
- e. Switches – We are deploying larger switches from 1GB to 10GB capacity between the buildings to handle the additional phones and anticipated WiFi. We are upgrading all of the uninterrupted power supplies in the wiring closets to help hold our power longer with the larger loads.
- f. MPOE – We are moving our main point of entry (MPOE) for the internet. Cenic is upgrading our bandwidth.

III. Subcommittees

- a. Subcommittee – Lifecycle and classroom standards for 16/17 – We are using a baseline recommendation for our desktop and laptop computers. Divisions will be able to upgrade the specifications for the baseline computers based on their individual needs. El Camino main campus is a Dell campus therefore the specifications are of Dell equipment. The Compton Center has now transferred over to Hewlett Packard (HP). The

committee members were provided with specifications for both the laptops and desktops. Once approved, the specifications will be placed on the ITS website under Technical Services.

- b. Subcommittee – Technology Projects Management – No updates.
- c. Subcommittee – Technology Master Plan – Second Read – The ECC Technology Master Plan draft has had input from the president, most vice presidents and many of the faculty and staff. Most of the comments were regarding formatting, organization and other items.
- d. The Academic Staff Technology subcommittee has reviewed it but we have not received their comments.
- e. We have added ADA, assisted learning, adaptive learning and 508 requirements to the goals and objectives portion of the plan. We have also added a table of contents to the document. The document is not in final form but the content will not be changed. Our plan is to do a survey/inventory every two years.

IV. New Business

- a. The committee discussed the planning of the initiatives in the 2016-2017 year to initiate the initiative in 2018. We will put items in TracDat for approval. The Organization Chart for Information Technology was added to the Technology Master Plan.
- b. The committee discussed the prioritization of goals and projects of the 5-year-plan. We will also discuss data-governance (i.e. FTES) and how we will approach certain terms.
- c. We are working with our Information Security Officer on assessing our state of readiness (Appendix B). We are documenting and implementing our Disaster Recovery Plan.
- d. Planning and Budget cycle – The committee will make considerations for the Planning and Budget cycle. It is recommended that we attempt to get large items in TracDat at least one year in advance for approval of purchase for the best possible support and recommendation.
- e. The detailed components in the goals and objectives in the ECC Technology Master Plan will align with the goals of the ECC Campus

Master Plan. An electronic version of the plan will be sent out to all committee members for vote early next week.

- f. Pete Marcoux recommended that the committee consider a course scheduling tool for better efficiency called "CollegeNet." It does work with most administrative systems and a lot of colleges are using it.

V. Meeting Adjourned

- a. The meeting was adjourned at 2:48 p.m.

C (COLLABORATION) – "Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making."