



Technology Committee Meeting
September 17, 2019
2:00 p.m.
Distance Education

Minutes

COMMITTEE (√ marks those present):

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|---|---|---|---|---|--|---|-------------------------------------|
| √ | Art Leible Chair | √ | Marlow Lemons Co-Chair | √ | Thurman Brown Technical Services | | Iris Ingram VP Admin. Services |
| | Melissa Guess Student Support Services | √ | Peter Marcoux Academic Senate | √ | Crystle Martin Library & LRC | | Lisa Mednick Professional Dev. |
| | Erick Mendoza Campus Police | | Ann O'Brien Public Relations & Marketing | √ | Dipte Patel Counseling | √ | Gema Perez Classified Employees |
| | Carolyn Pineda Research & Planning | √ | Maria Smith Human Resources | | Mario Lopez ASO | √ | John Tamura Fiscal Services |
| | Gary Greco SRC | | Sal Valencia Audio Visual | √ | Vladimir Vasquez Applications Development | √ | Claudio Vilchis Network Services |
| | Steve Waterhouse A&R | √ | Viviana Unda Inst. Research & Planning | | Paul Yoder Information Security | | Michael Pascual Fiscal Services |
| √ | Ryan Gan Systems Librarian | | Jorge Gutierrez Facilities | √ | Erica Soohoo Student Dev. | | Joshua Rosales |
| √ | Moses Wolfenstein Distance Education | √ | Idania Reyes Student Sup. Srv. | | | | |

“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. Introductions

b. Minutes review (June 2019)

- c. **Data Governance/Data Dictionary** (Vladimir Vasquez) – The Data Governance subcommittee recommends to the Technology Committee that we begin using the Chancellor’s Office Data Steward Initiative as a roadmap for improving and implementing campus data and technology. They are establishing a statewide dictionary with efficient definitions of technology terms. The process for the initiative is to 1) Define and clarify policies relative to access to data; 2) Define standards for data and metadata; 3) Analyze the major shadow systems in use across the campus; and 4) Develop a logical data architecture for the campus that would serve as a guide for future data systems development. Both Art Leible and Vladimir Vasquez are current members of the Data Stewardship Council (DSC) at the Chancellor’s office. The Technology Committee approved the recommendation.
- d. **OneCard VIP Project** – We are in the process of implementing two new devices, hardware and software, for a more sufficient. One of the devices will enable students to make payments via TouchNet. This will gradually replace CI Track but not Positive Attendance. We will eventually integrate the Foundation, Library and Bookstore to reduce paperwork. The card reader is not reading correctly, nor does it work on ChromeBooks as initially stated. Once we get the process working correctly, we will initiate a pilot for testing.

II. New Business

- a. **Mid-Term Review Comprehensive Master Plan (Goals)** – We had 19 goals that were grouped together to make them more manageable. The goals listed are not in order of priority. We will talk about what we accomplished in the last three years and what we plan to do in the near future. Viviana will need all input by next Friday. Art Leible will combine all of the comments and suggestions and he will forward the document to Viviana Unda and the Administrative Services Vice President, Iris Ingram.
- b. **Mid-Term Review Technology Master Plan (Goals)** – Viviana Unda suggests to the committee that they come up with a way to measure progress of the goals listed with indicators or measures of value of the focus areas to track the progress and show the college that progression. The committee agreed that Marlow Lemons create a Technology Committee

Team Site and post documents related to the Technology Master Plan on the site for committee review.

- c. **Lifecycle Budget Program budgeting proposal (Art Leible)** – We would like our goals to align our measures and objectives with our budget. Having that in mind, we would like to have our proposal prepared by January 2020. In March 2020, we will start the Budget build.
- d. **Accreditation Standard IIIC (Technology)** – Part of our accreditation is input from the students and input from faculty. Crystle Martin recommends that the committee take time to determine what technology students have and what technology they want, how they are using it and where they are using it. We will not get a survey out for the fall but we should get one out for the spring. Committee members will bring copies of other student technology surveys to the next meeting for review.
- e. **ECC Technology Survey** – The cycle for the ECC Technology Survey is every two years. The last survey conducted was two years ago and the college is due another. We would need to determine what type of questions we need answered and whether or not we can pull that information from other more recent surveys that calculated the same measures. If there is not, we will need to carve out time and get the survey due completed. We will schedule a separate meeting with Viviana Unda in Institutional Planning and Research
- f. **Meeting Adjourned** at 2:00 p.m.

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

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...