



**Technology Committee Meeting
October 15, 2019 -- 2:00 p.m.
Distance Education**

Minutes

COMMITTEE (√ marks those present):

√	Iris Ingram, VP Admin. Services Acting Chair		Arthur Leible, CTO ITS
√	Marlow Lemons, Math Sciences, Co-Chair	√	Thurman Brown, Technical Services/ITS
	Ryan Gan, Systems Librarian		Gary Greco, SRC
√	Melissa Guess, Enrollment Services	√	Jorje Gutierrez, Facilities
√	Brian Krause, SRC	√	Peter Marcoux, Academic Senate
√	Crystle Martin, Library/LRC		Lisa Mednick, Professional Development
	Erick Mendoza, Campus Police	√	Ann O'Brien, Marketing/Communications
	Michael Pascual, Fiscal Services	√	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	√	Viviana Unda, Inst. Research & Planning
√	Sal Valencia, Audio Visual/ITS	√	Vladimir Vasquez, Applications Dev./ITS
√	Claudio Vilchis, Network Services/ITS		Steve Waterhouse, Enrollment Services
√	Moses Wolfenstein, Distance Education	√	Paul Yoder, Information Security/ITS

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 - Vice President/Acting Chair Iris Ingram opened the meeting. The Technology Committee members introduced themselves.

Co-chair, Marlow Lemons presented a sample team site for the Technology Committee. A subcommittee, including Marlow Lemons, Moses Wolfenstein, Claudio Vilchis, will meet to discuss the look and format of the team site as well as the Technology Committee page on the El Camino website.
2. After review, the committee approved the Agenda for today's meeting as amended with item 3A, Online Education Initiative (OEI)/Technology Eco System.
3. After review, the committee reviewed and approved the minutes from the September 17, 2019 meeting.
 - a. Online Education Initiative (OEI) is a collaborative effort among California Community Colleges to ensure that significantly more students are able to complete their educational goals by increasing access to and success in online courses. Our effort in Phase I is to allow students to see what courses are available online and if there are seats available. In Phase II, our effort is to allow students to search the exchange, register, and add themselves to classes with no multiple instances on Canvas. The pdf documents for the [Consortium 2019-09-26 Progress Priorities Vision JH.pdf](#) and [Consortium 2019-09-27 Road to CVC Exchange JH.pdf](#) are available for review.
4. Discussion regarding:
 - a. Re-organization of committee – The committee discussed combining and reorganizing the various campus committees (Technology Committee, Academic Technology Committee, Data Governance) as one committee. The committee agreed to keep the committee as a separate entity. The committee agreed to consult and recommend adding more faculty, and representatives in every discipline on campus to allow a more diverse look at the campuses needs, in terms of technology, to the College Council. Marlow Lemons will send a list of current members to the committee to preempt recommendations of additional members.
 - b. Meeting date & time – The Chair proposed a change to the meeting date and time to reflect college hour and accommodate more faculty attendance. Because many faculty use their college hour for other committees and meetings, the Technology Committee agreed to keep the date and time as set.
5. Discussion of Campus Technology Survey – Our last Campus Technology Survey was in 2015. Iris Ingram proposes the survey focuses on customer satisfaction.

She recommends the committee conduct two separate surveys, one for students and another for faculty & staff.

The simple, no more than 5-6 question, student survey should include measures of goals, accomplishments and items that remain pending. This survey will focus on student needs and concerns. There will be separate user satisfaction survey for faculty and staff. Because students interests and needs differ from faculty interests and needs, this survey should establish a baseline for administrative services as a whole.

[Making Decisions at El Camino College](#) (College Council) – Committee members received a printed copy of the handbook. The committee chair asked members to refer to and reacquaint themselves with the information in the publication for future reference. The information provided by the President's Office is a guideline that the school has implemented for all governing bodies of the school to utilize when making decisions.

6. 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...