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<tr><td></td><td colspan="2">Technology Committee Meeting
December 15, 2020 -- 2:00 p.m.
Via Zoom Conference</td></tr>
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Minutes

COMMITTEE (√ marks those present):

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
√	Iris Ingram, VP Admin. Services		Dena Maloney, Superintendent/President
√	Ryan Gan, Systems Librarian	√	Gary Greco, SRC
√	Jorge Gutierrez, Facilities	√	Brian Krause, SRC
√	Marlow Lemons, Mathematics	√	Peter Marcoux, Academic Senate
	Erick Mendoza, Campus Police	√	Michael Pascual, Purchasing & Risk Mgmt
	Dipte Patel, Counseling	√	Gema Perez, ECCE
√	Carolyn Pineda, Research & Planning	√	Makayla Propst, ASO
	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
√	Claudio Vilchis, Network Services/ITS	√	Blake Van Room, Tech Services/ITS
√	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS	√	Viviana Unda, Guest/Inst. Res. & Plan.

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 CTO Loic Audusseau opened the meeting.

2. Agenda Review – The Committee accepted and adopted the December Agenda as presented.

3. Approval of Minutes – November 17, 2020 – Agenda item #5, Line 3 should read "Proctorial" instead of "Factorial." The Committee accepted and adopted as corrected.

4. Comprehensive/Strategic Planning Processes Timeline – Dr. Viviana Unda presented the Comprehensive Planning & Strategic Planning Process for the 10-year period of 2024-2034. We will start the process in August 2021, under the guidance a short while after the appointment of our new Superintendent/President. Our current Comprehensive Master Plan is for the period of 2017-2022. Once we have a new Comprehensive Plan, we will need to write a 5-year Strategic Plan which will take another 12 months. To account for the gap of time between the plans, we will extend our current plan for one year. A full version of the presentation is available via the college Institutional Research and Planning office.

5. First Reading AP 3725 – Web Pages Accessibility – The proposed AP 3725 will include a scope that specifies vendors providing products or services to El Camino College comply with the requirements of Section 508 of the Rehabilitation Act of 1973 and its regulations. This requirement includes vendors providing software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, and self-contained-closed products (i.e. copiers, desktop and personal computers). All areas, campus-wide, will need to be cognizant of Section 508 of the Rehabilitation Act of 1973 when making purchases. The Committee will have a second reading of the proposed Administrative Policy at the January Technology Committee meeting.

6. First Reading AP 6365 – Contracts: Accessibility of Information Tech – The proposed AP 6365 will include the scope of El Camino College's commitment to providing information via the internet and its webpages that is reasonably accessible to all employees, students, and interested parties regardless of physical ability. The District will establish and maintain webpage Accessibility Standards by way of Marketing & Communications, in conjunction with the Special Resource Center (SRC) and the Office of Staff & Student Diversity. These standards will be available electronically on the SRC and Office of Staff & Student Diversity websites. Mandatory compliance is required for any faculty, staff, or student webpage that contains information necessary for students to complete coursework. These pages must comply with accessibility standards or be made available to students in an alternative format when requested, consistent with ADA

regulations concerning reasonable accommodation. SRC will provide compliance training. The Committee will have a second reading of the proposed Administrative Policy at the January Technology Committee meeting.

7. Technology Committee Work Groups – We have built work groups based on the six fiscal year 20-21 proposed priorities. Each group will have a working Chair, and that chair will choose members for their groups, not necessarily members of the Technology Committee. The working groups and chairs are: 1) Ellucian Colleague Improvement Plan – Linabel Sajo; 2) Infrastructure Upgrade – Phase 2 – Loic Audusseau & Claudio Vilchis; 3) Data Governance & Management - Pending; 4) Asset Management & Technology Spending – Blake Van Room; 5) Technology Strategic Plan 22-25 – Crystle Martin; and 6) Information Security Awareness/Disaster Recovery (DR) & Business Continuity (BC) – Paul Yoder. The Work Group Chair will work with their group to establish goals and objectives and put an action plan together. Jorge Gutierrez will assist on the Infrastructure Upgrade Group. The group Chair will report their progress at each Technology Committee meeting until the end of the fiscal year.

8. Other Discussion - Respondus Proctoring Software Update – Moses Wolfenstein reports the college is running the two-month Respondus trial and it is going well. The trial should run through January. Unfortunately, we were not able to get it in place early enough in relation to the end of the semester for faculty to test it live using our students. The faculty have individually tested the lockdown browser and setup and that seemed to go smoothly. We are going to get a group enrolled in the sandbox, faculty and student roles, to test monitor. Michael Pascual is reviewing the paperwork and if all goes well, we will proceed with requesting Board approval.

9. Adjournment – The meeting was adjourned at 2:55 p.m.

Goals (FY 20/21)

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…