<table>
<tr><td></td><td>Technology Committee Meeting
August 18, 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
	Melissa Guess, Enrollment Services		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
	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

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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 Agenda as corrected with the discussion of the committee's 20/21 Goals moved to the September Technology Committee meeting as a top priority. The second correction: Item #6 and Item #4 are duplicates. Item # 6 should be removed.

3. Approval of Minutes – July 21, 2020 – The Committee accepted and adopted as presented.

4. Board Policy and AP for SCFF Data Governance – This is the second reading of the BP and AP which basically establishes that El Camino will establish a clear policy and procedure regarding the governance of the student-centered funding formula that translates into revenue for the District. The policy will promote the data as accurate and the responsibilities for data management are clear and are monitored and evaluated every year.

   There are three basic components to the student-centered funding formula. These procedures will be followed to prepare for submitting our FTS data report in the form of the 320 report.

   The position of "Assistant Director of Admissions and Records" will be updated to reflect our current positions. There is a typo "owed by right" that will be corrected to "owned by right." The only other item which is very minor is having a parenthetical reference to SCFF the first time it is mentioned in the document.

   The Technology Committee voted to adopt the BP and AP for SCFF Data Governance as corrected and will move forward to the College Council and the Board of Directors.

5. Board Policy and AP for Cell Phone Use – This is the second reading for the Board Policy and Administrative Procedure for District issued cell phone use. This is a recommended procedure and policy that basically explains that cell phones provided by the District are classified as a fringe benefit. This does not apply to cell phones owned by employees. There should be no expectation of privacy with District issued cell phones and it is expected that these cell phones are only used for college business. We require that you not use your device while driving unless you have a hands-free device. You will be required to sign and accept the terms of usage for the District-owned cellular device, again, with no expectation of privacy. If employees are using their own cell phone and the District pays a stipend for the usage, the employee is expected to keep a log of the phone calls to ensure that you are using the cell phone for business purposes. Tax benefits and implications can be discussed with your tax consultant. The Technology

Committee voted to adopt the BP and AP for Cell Phone Use as corrected and will move forward to the College Council and the Board of Directors.

6. Minitab Presentation – The Mathematics Division currently has over 150 mathematics sections. Of those, we offer 48 sections of just statistics alone. Some of those sections provide instruction to students who need more assistance in mathematical skills. Minitab is an application that makes it easier for the faculty member to teach students. Though we have SPSS on campus, we've found that it adds more time to instruction because it does not have some of the great features that Minitab has to allow a point and click for immediate results. The majority of the Technology Committee determined the Minitab application proves beneficial for the campus in addition to SPSS and approved the recommendation for funding.

7. MATLAB Presentation – MATLAB is a programming language that has become increasingly popular in the field of computer science and engineering. Particularly, labs use it to deal with big data. There is an opening for an opportunity for El Camino as a community college to be one of the few community colleges in the state that offers courses that is related to large-on data science and big data. The Mathematics division is looking for funding to cover 10 student licenses for this course. Their plan for next fall is a free textbook for students with them covering the cost of their own MATLAB license. The majority of the Technology Committee voted to fund 10 student licenses of MATLAB.

8. Student Laptop Order Status – It was decided that El Camino would purchase and distribute 1500 Dell laptops and cases for students. Those laptops have an ETA of Thursday, along with another 2000 devices for internet connectivity to be received by the end of this month. This effort is made possible through the Covid-19 response block grants. In addition, Microsoft Surface tablets were purchased by the Foundation for Promise students. Those tablets have been received on site

and are ready for distribution to students. Any accommodation requests for these devices will be channeled through the Student Services.

9. Update Technology Committee Goals (FY20/21) – Tabled for the next Technology Committee meeting.

10. 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…