			Technology Committee Meeting **February 16, 2021 -- 2:00 p.m.** **Via Zoom Conference**

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
√	Josh Armstrong, Campus Police	√	Stephanie Dewitt, Purchasing & Risk Mgmt.
√	Ryan Gan, Systems Librarian	√	Lewis Gray, Tech Services/ITS
	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Peter Marcoux, Academic
√	Marlow Lemons, Mathematical Sciences	√	Marci Myers-Mojica, Inst. Research
√	Michael Pascual, Purchasing & Risk Mgmt.	√	Dipte Patel, Counseling
√	Gema Perez, ECCE	√	Makayla Propst, ASO
√	Idania Reyes, SSC	√	Beverly Rouse, Admin. Support/ITS
√	Linabel Sajo, Applications/ITS	√	Maria Smith, Human Resources
√	Sal Valencia, Audio Visual/ITS	√	Claudio Vilchis, Network Services/ITS
√	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS	√	Ali Ahmadpour, Guest/Beh. & Soc. Sciences

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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 Loic Audusseau opened the meeting.

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

3. Approval of Minutes – The Committee accepted and adopted the January 19, 2021 minutes as presented.

4. Technology Survey Results – The Technology Survey was administered to Faculty members and Staff members. The make-up of those two groups were: 49% Faculty members, 41% Staff members (10% of the 41% were Managers/Supervisors/Administrators). Full-time employees made up 76% of the respondents and 67% have been employed at El Camino for over 5 years and 32% over 16 years. Any answer to a question that received a rate below 70% is the metric used for "needs improvement."

   In the survey, it was determined that there was no digital divide on campus. Both Faculty and Staff are well equipped. The majority of the respondents own a laptop, or tablet, whether it is district-issued or a personal laptop.

   The respondents' top five areas of satisfaction were: a) videoconferencing, email & calendaring tools, communication technologies (phone, internet), collaboration tools (Office 365, Google Suite) and remote access (VPN).

   The top areas of dissatisfaction were: a) access to Wi-Fi throughout campus, college website, self-help resources, MyECC and Colleague.

   The ITS Help Desk had an overwhelming number of positive responses and overall, are satisfied with ITS services.

   ITS has successful managed the transition to remote teaching/working. Separate action plans will be developed to remediate the specific areas of improvement

identified. This will include the implementation of a central IT asset management system.

5. Update on Computer Replacement Program -

6. Adjournment – The meeting was adjourned at 3:00 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…