

**Technology Committee****May 23, 2022****11:00 a.m. – 12:20 p.m.**<https://cccconfer.zoom.us/j/95534320424>**NOTES**

**Purpose:** The Technology Committee identifies, prioritizes and advocates for the College's technology needs and services. It makes recommendations to the College Council for the strategic direction and implementation of technology priorities. These recommendations address technology policies and procedures, prioritization of technology requests from annual unit plans\*, infrastructure requirements for existing programs, and projected needs of the college for the future. The committee will ensure that its recommendations are consistent with the objectives established in the Technology Plan, Strategic Plan, Educational Master Plan and other supporting plans (Human Resources, Facilities, etc.). In addition, the Technology Committee maintains currency in relation to technology changes and information from industry, the District and the State Chancellor's Office.

**Technology Committee**

CO-CHAIRS	ASGC	ADVISORY
<input checked="" type="checkbox"/> Tate Hurvitz	<input type="checkbox"/> Sara Laila	<input type="checkbox"/> Marshall T. Fulbright III
<input checked="" type="checkbox"/> Jessica Owens, Co-Chair	<input type="checkbox"/> Open	<input type="checkbox"/> Andy Timm
		<input type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Sang Bai
		<input checked="" type="checkbox"/> John Stephens

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Nicholas Gekakis	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Jacob Angelo
<input checked="" type="checkbox"/> Jessica Owens	<input type="checkbox"/> Pat Murray	<input type="checkbox"/> Open

EX-OFFICIO	RECORDER	GUESTS
<input checked="" type="checkbox"/> Courtney Willis	<input checked="" type="checkbox"/> Michele Martens	
<input type="checkbox"/> Dave Dillon		
<input type="checkbox"/> Aaron Starck		
<input checked="" type="checkbox"/> Dave Steinmetz		
<input checked="" type="checkbox"/> Carl Fielden		

### **Routine Business**

1. Welcome	Jessica welcomed Tate as the new Interim LTR Dean and Co-chair of this committee. The committee members did a round of introductions as well.
2. Open Comment	None
3. Additions/Deletions to Agenda	None
4. Approve Meeting Notes of March 14 and April 25, 2022	<p>Bryan mentioned a typo on the notes for March 14 in section five. The last sentence should read ASL, not ESL. Michele made the change.</p> <p>Both sets of minutes were approved.</p>

### **New Business**

<p>5. Create a Digital Signage Subgroup of Tech Committee?</p>	<p>Jacob mentioned that we will roll out a new digital signage system on campus; COVID funding was used to purchase the equipment. The goal is to complete this project by the end of 2022.</p> <p>The college does not have a digital signage policy in place. Historically the IMS department has taken responsibility for campus' digital signage. With the expected increase in requests for digital signage updates and announcements, the IMS department does not have the staff to support this increased usage. Jacob would like to see the new digital signage integrated into the other news and student posting that happens on campus. He has been working with Sara Varghese to flush out some of the details, but ultimately the question is about whether or not the Technology Committee should be involved, via a subcommittee that sets policy as to who will be responsible for overseeing the content for digital signage on campus.</p> <p>Tate suggested we start the conversation with David Ogul, the current Interim Director of College &amp; Community Relations. John would like to see formatting of messages included in any new policy that is developed.</p> <p>Jessica would like to see the new policy and content group formed outside of the Technology Committee, but it would be prudent for a Technology Committee representative to serve on the digital signage group/committee that is put into place.</p> <p>For now, Jacob will work with David Ogul and Sara Varghese to move this forward.</p>
<p>6. Next Co-chair</p>	<p>Jessica thanked Jacob for co-chairing with her for the last month and we will welcome Bryan Lam and Tate Hurvitz as the co-chairs for the next fiscal year.</p>
<p>7. Timeline for Rubric and Request Form Updates</p>	<p>The deadline to submit changes to the rubric and request form has passed so we are now looking to the next fiscal year. In early 2023 we should take a deep dive into the rubric and request forms to offer edits and updates. This will put us on track for the 2022/2024 AUP cycle.</p> <p>Jacob would like to see a layer added to the process, much like the Facilities Request process. He would like for his IT team to have an initial review of the technology requests before they come to the Technology Committee. This would help identify any roadblocks and/or other options for the submitter.</p>
<p>8. Meeting Modality: Zoom, In-person, Hyflex?</p>	<p>The committee agreed to offer meetings through the hyflex modality beginning Fall 2022.</p>

### **Committee & Monthly Reports**

9. Instructional Technology Updates	<p>Jacob mentioned he and his team continue to upgrade systems and technology around campus. However, ordering has been halted for the now as the District runs the numbers to ensure we have the funding to continue with the purchase requests we have entered. The classroom and hyflex upgrades should be completed by mid-Fall.</p> <p>Jacob and his team are also working to order and install new technology utilizing the IELM (Instructional Equipment &amp; Library Materials) block grant.</p> <p>Jacob also mentioned that expending the COVID relief funds have been extended through June 2023.</p>
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#### **WORK AHEAD**

- **Announcements**
- **Preparations for future meetings**

**NEXT MEETING: September 26, 2022**