San Diego Miramar College
Technology Committee
March 22, 2016 - 3:00 p.m. - 4:00 p.m.
Room L-108

MINUTES

Present: Daniel Miramontez, Kurt Hill, Glenn Magpuri, Han Nguyen, Gene Choe, Brenda Wilborn, Eric Brown (for Glenn Bowers), and Ken Reinstein.

Absent: Alan Viersen, Christopher M. Silva, Kent Keyser, Glenn Bowers, Lou Ascione, Vron Vance, and Jane Ly.

   I.   <u>Call to Order</u>. The meeting was called to order at 3:02 p.m. by D. Miramontez.

  II.   <u>Approval of Minutes</u>. Approval moved to next meeting.

 III.   <u>Approval of Agenda</u>. Agenda was moved by G. Magpuri, seconded by G. Choe and carried to approve the agenda of March, 22 2016.

 IV.   <u>New Business</u>   ****Strategic Goals***

       a. <u>None</u>.

  V.   <u>Old Business</u>

       a. <u>Technology Plan 2.0: The Next Generation</u>.   **2.2, 2.4**
Latest draft was previewed and narrative was discussed (structure was previewed last meeting). Began filling in ICS portion of draft. This draft plan sets the tone of being integrated into the planning process - connecting to the college's Mission and Strategic Goals. Update to committee membership will be made. Informational and historical portion of the plan was discussed, which included: Information about Technology Support Services, 2015-2016 Technology Plan Review, 2016-2019 Three-year Technology Plan, and Appendix (for reference). Discussion was opened regarding gap identified between ACS and ICS, and AV to have a tighter relationship - to streamline the liaison process.   Change in culture will have to be done gradually.   Integrated Planning Process was also previewed and discussed - how the operational plan links with the big picture. Suggestion was made that the program review information from all technology departments to follow similar structure and format – service unit outcomes on how we serve the college to inform subsequent plan. The adopted format is as follows: 1) College Mission and Strategic Goal, 2) Program Review Information, 3) Service Unit Outcomes Information, and 4) Planning Information. Consensus was made to send draft

plan to ACS, ICS, AV, and Web, and have departments populate form and reviewed at next meeting. Upon committee approval, plan will be forwarded to participatory governance for review and feedback. Finalized in Fall 2016.

    b. <u>Technology Committee and Standard III.C</u>.   **2.2, 2.4**
No report. District IT is currently working on their IT Plan, to be done by this term, which will address technology standard from District.

VI.   <u>Standing Items</u>.

    a. <u>Website Subcommittee Report</u>.   **2.2**
Met with constituency groups to solicit information on content for college website. Timeline to finish discovery phase this spring term. During summer and fall, will be working on building website - test production. Initial launch was aimed for fall, but will be held back due to Accreditation. Spring 2017, after site visit, is targeted launch date. Concern was raised to push to get website updated, to address portion of the grant placement proposal for Basic Skills that addresses the ease of access for incoming students. College's website serves as first of contact for new students and is very difficult to access, choosing not to attend Miramar College due to navigation difficulties. Suggestion was made to work with K. Hill, submitting a single, unified, departmental list of items to address the immediate issues. Once designed, need process on how to fix something quickly when something is wrong – streamlined process.

VII.   <u>Other</u>.
 ACS, ICS, and AV to discuss rubric for BRDS/RFF prioritization (tech request), adding as an agenda item for April meeting.

VIII.   Meeting adjourned at 3:58 p.m.

San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:
1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*