San Diego Miramar College
Technology Committee
Tuesday, October 26, 2021 - 3:00 p.m. to 4:30 p.m.
https://cccconfer.zoom.us/j/99695996972 Password: Tech
Co-chairs: Daniel Miramontez and Kurt Hill

MINUTES

Members: D. Miramontez, L. Woods, K. Hill, D Mehlhoff, B. Wilborn, D. Halttunen, G. Magpuri, A. Viersen, E. Brown, A. Sarowar, A. Scavone, and A. Boyd

Absent: T. Williams and S. Quis

Guest: P. Maharaj,

Call to Order: Called to order at 3:03 p.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by G. Magpuri, seconded by A. Viersen, and carried to approve.

2. Review of Minutes from September 28, 2021. Minutes was moved by B. Wilborn, and seconded by G. Magpuri and was carried to approve.

	*Strategic Goals	Accreditation Standards

New Business:

1. **BRDS Prioritization.**   III   III.C.

Consistent with process last year, Technology Committee is dedicating two times this week (October 26 and October 28, 2021) to go through the prioritization of technology related items. Presented today was the unranked excel spreadsheet of 26 technology items (highlighted by school) extracted from the Budget Review Development Subcommittee (BRDS) Request for Funding (RFF) Process, as well as the rubric scoring specified in Tech Plan 3.0. Below is the scoring rubric for ranking RFF's:

Appendix B: Technology Plan Rubric for Ranking RFF's

This rubric illustrates the general process by which the Technology Committee and support departments will review and rank funding requests. Budget and Resource Development utilizes its own rubrics which are not repeated here. For instance, Safety or Certification issues are dealt with at BRDS.

	High	Medium	Low	Should Fund	Should Not Fund
Scope of impact					
Can be funded/provided through other means?					
Critical in nature?					
Discussed in Program Review					
Feasibility				n/a	n/a

	Description
Scope of impact	Does this item impact or benefit the entire campus, or a portion?
Can be funded/provided through other means?	Can other sources of funds be used? Can the need be handled by existing equipment (such as roll-down) or resources?
Critical in nature?	Are there repercussions for not funding this that are significant?
Discussed in Program Review	Is the request discussed in a program review?
Feasibility	Is it likely to succeed or fail based upon realistic staffing/funding expectation? "Should/Should Not" fund is not an appropriate score for this item.

Technology related items to be ranked are irrespective of cost (this is a BRDS criterion). Comment was made that for Scope of Impact, one possible way is to think about how many students this will be impacting. These would be equipment used for one time/special events versus department impacting greater number of students (refer to student enrollment data from PREDD). Scoring rubric will be used as a general guidance for technology items and will be ranked by each committee member (1 through 26). Updated spreadsheet will be sent and rankings will be entered in column marked (Tech Committee Member Rank". Results will be compiled and discussed in Thursday's

Technology Committee meeting on October 28, 2021, which is an extension of this BRDS RFF technology prioritization meeting. Campus wide notification will be sent accordingly.

Old Business:
1. **Tech Plan 3.0.**   **I-III, V**   **III.C.**
   College Council has approved Technology Plan 3.0. College now has a 3-year rolling plan for this cycle.

2. **Committee Membership Charge.**   **IV**   **III.C.**
   It was confirmed that there are five (5) Classified positions for Technology Committee membership (designated specifically). Representation includes departments from AV, ICS, ACS, Administrative Services, and the PIO. Membership was expanded, but more clearly defined.

3. **Meeting Date/Time Finalization.**   **IV**   **III.C.**
   Technology Committee will meet twice this week to go over the BRDS Prioritization Process (October 26 & 28, 2021). There will be no meeting in the month of November 2021. Updated meeting schedule will be sent out to committee members.

4. **Technology Needs Survey.**   **I-III, V**   **III.C.**
   Hold.

Reports/Other:
1. **Districtwide Technology Committee.**   **I-III, V**   **III.C.**
   Hold.

2. **Informational Items**
   None.

Next Scheduled Meeting: October 28, 2021 (extension meeting).

Adjournment: Meeting was adjourned at 4:27 p.m.

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*San Diego Miramar College Fall 2020–Spring 2027 Strategic Goals:
1. **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
5. **Diversity, Equity, and Inclusion** - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community