San Diego Miramar College
Technology Committee
Tuesday, February 22, 2022 - 3:00 p.m. to 4:00 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, G. Magpuri, A. Viersen, T. Williams, E. Brown and A. Boyd
Absent: B. Wilborn, D. Halttunen, A. Scavone, A. Sarowar, and S. Quis
Guest: P. Maharaj

Call to Order: Called to order at 3:04 p.m. by D. Miramontez.

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

2. Review of Minutes December 7, 2021. Minutes were moved by D. Mehlhoff, and seconded A. Viersen, and carried to approve.

	*Strategic Goals	Accreditation Standards

New Business:

1. **Student Emails.**   **I-III, V**   **III.C.**
Updates were provided that included what will be presented to Chancellor's Cabinet is the project plan, project charter, and timeline (being outlined currently). This will not be an easy task for it will include the onboarding process, governance, Help Desk support management, and identity management for single sign-on access to name a few. As well, there are many grant opportunities that can be capitalized on for single sign-on/single credential access across the board. SDCCD Student Email Project Planning was presented which is broken into different phases that included analysis, design, implementation, marketing, and integration. SDCCD Project Charter was then presented which included the purpose, objective, assumptions, project scope, and project milestone. This included email nomenclature for the accounts (e.g., value@student.sec.edu), as well, cutoff time if a student takes a year off (dropped or re-enabled). It was mentioned that student email is just one part of a bigger project being worked on within District IT. Updates will be provided accordingly. Recommendation was made to include someone from Instructional IT (lab imaging, AD in cloud).

2. **WiFi Survey.**   **I-III, V**   **III.C.**
Wireless Planning and Design for Miramar College by Vector USA was presented. This is an analysis for improving WiFi coverage for both indoor and external operations within the college and Continuing Education. This will allow the student to move across the campus without any type of disruption. This project has been forward to VP Bell for review and has gone through a couple of edits (last edit included access point locations). Second part of this project is procuring/installation of the equipment to fulfill the recommendation set by the consultants. Recommendation was made for an identity management where student and faculty will be able to authenticate into the WiFi using their credentials, which will add an additional layer of security (to include guest network). In regard to BYOD, Bring-Your-Own-Device for the classrooms, equipment itself is going to be able to support BYOD but will require a middleware piece of device (e.g., barcode unit) that will broadcast directly to either a projector or a smart TV. Also recommended was to include Instructional IT for additional feedback. Currently, getting ready for Continuing Education equipment deployment. Comment was made to Technology Committee faculty members is to open discussion on where do you see your classes headed in the future, is augmented reality part of that, what type of bandwidth usage do you see?

Old Business:

1. **Technology Needs Survey.**   **I-III, V   III.C.**

   Preliminary results for the college's technology survey from spring 2021 was presented (open discussion on raw data). Questions and responses included if the Miramar College Technology Plan 2.0/3.0 was read, if comfortable with instructional technology in the classroom, technologies used in the classroom, who to contact for classroom or instructional technology needs, technology training gaps, and preference with training on using classroom or instructional technology. Request was made to tailor question regarding WiFi usage, or to have a more comprehensive survey that not only focuses on instructions, but administrative as well. With this preliminary survey and discussions with college Technology Committee and Districtwide Technology Committee, this will be laying the foundation for building Technology Plan 4.0 beginning next year with better integration. Question was asked regarding continuance of Zoom video storage, with One Drive as solution (dependent on Office 365 migration). Zoom Sub-account discussion to possibly be continued as an agenda item for next meeting.

Reports/Other:

1. **Districtwide Technology Committee.**   **I-III, V   III.C.**

   From last meeting, majority of the meeting was spent on developing a policy for distribution lists right, which will be presented at Chancellor's Cabinet. There was a robust discussion around distribution list (DL), and reducing the amount of DLs the district has on hand. Another agenda item for subsequent District Technology Committee is regarding password requirements.

2. **Informational Items**

   SDCCD Information Technology Strategic Goals was shared which included pillars in regards to Student/Employee Experience, Support, Self-Service, Security, and Standardization, and tying this back to ACCJC standards. Document will be shared accordingly upon discussion with VC Dowd.

Next Scheduled Meeting: Next meeting will be March 22, 2022

Adjournment: Meeting was adjourned at 4:00p.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