

San Diego Miramar College
Technology Committee
Tuesday, May 24, 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, K. Hill, L. Woods, D. Mehlhoff, G. Magpuri, D. Halttunen, A. Scavone, and A. Boyd

Absent: A. Viersen, B. Wilborn, T. Williams, E. Brown, and A. Sarowar

Call to Order: Called to order at 3:05 p.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by G. Magpuri, seconded by A. Scavone, and carried to approve.
2. Review of Minutes March 22, 2022. Tabled. Agenda was moved by G. Magpuri, seconded by D. Halttunen. Agenda for was moved by D. Mehlhoff, seconded by G. Magpuri. Both minutes were carried to approve

***Strategic
Goals**

**Accreditation
Standards**

New Business:

1. Password Requirements.

III

III.C.

This is an ongoing District discussion, developing a process for a tiered rollout. In preparation, Miramar College ICS Department has initiated information regarding password requirement which will be implemented in the fall semester (using tiered approach). Employee and student password requirements were previewed and reviewed. Topics included password construction, which will require a minimum of 12 characters with complex phrase to include numbers and special character combination in upper and lower case letters. Will not be able to use the past six passwords again once password has been changed. Password cannot be updated for a minimum of 14 days unless account is compromised. Users will be locked out for 15 minutes after five consecutive failed attempts to log in. Users will be able to reset their own password without assistance. Roll-out notification will be sent out 30 days prior to the deployment date.

2. District Email Policy.

II

III.C.

District Administrative Policy 3720 is being revamped (was previously a Board Policy). This includes description of electronic mail and digital communication systems which are solely for the performance of District business. It also addresses the functions of email responses to DL email usage and appropriate uses.

3. 2022-23 Technology Committee Meeting Calendar.

I, II

I.B.

This committee will continue to meet on the 4th Tuesday of each month for this academic year. Due to BRDS RFF review and prioritization, meeting will include Tuesday, October 25 (RFF initial discussion) and Thursday, October 27, 2022 (RFF ranking and prioritization). Meeting will be in person, but will have a zoom option. Will need to confirm BRDS meeting schedule. Program Review Outcomes Assessment Facilitator has been working on expanding the Program Review process in response to technology requests to both AV and ICS (some technology items were already extracted from Instructional area, which was due April 15, 2022). Meeting calendar will be a tentative schedule based upon BRDS meeting dates and Program Review cycle.

Old Business:

1. **Wi-Fi Signal Strength Assessment.**

III

III.C.

Assessment was completed across the college. Vector USA placed together a very technical report which included two maps. One showing the current college Wi-Fi setup and the gaps across the campus. Second map shows the recommendations to where to place equipment to mitigate those gaps. Based upon initial discussion with District IT, will have discussion to figure out what the recommendation will be for the college moving forward. Priority areas include student-facing gathering places and personnel offices.

Reports/Other:

1. **Districtwide Technology Committee.**

I-III, V

III.C.

Districtwide Technology Committee met with discussion on password requirements and email policy regarding the email distribution list. Currently there are over 400 DL email lists. District has reached out to every owner of the respective DL lists to see if it is still needed. Upon review, will form recommendation. It was asked that when sending a message to a DL, send via BCC, and indicate in the email who the BCC DL was intended.

2. **Informational Items**

Currently in the process of changing vendors from HP to Dell. Looking at updating computers on campus.

Next Scheduled Meeting: Next meeting will be September 27, 2022

Adjournment: Meeting was adjourned at 3:42p.m.

***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