

**San Diego Miramar College  
Technology Committee  
Tuesday, August 22, 2023 - 3:00 p.m. to 4:00 p.m.  
Room L-108  
Co-chairs: Kurt Hill and Lisa Munoz**

**MINUTES**

**Members:** B. Bell, A. Boyd, D. Halttunen, K. Hill, D. Mehlhoff, L. Munoz, C. Pelayo, A. Viersen, L. Woods

**Absent:** E. Brown, B. Stamos, B. Wilborn, T. Williams

**Call to Order:** Called to order at 3:06 p.m. by K. Hill

1. Approval of Agenda. Agenda was moved by D. Halttunen, seconded by D. Mehlhoff, and carried to approved.
2. Review of Minutes for August 22, 2023. Agenda was moved by D. Mehlhoff, seconded by A. Viersen. Minutes were carried to approve

<b><u>*Strategic Goals</u></b>	<b><u>Accreditation Standards</u></b>
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**New Business:**

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| <ol style="list-style-type: none"> <li>1. <b><u>New Business.</u></b><br/>Election of Co-chair<br/>Lisa Munoz was nominated for co-chair by D. Halttunen. The nomination was accepted. A motion was made by A. Viersen, seconded by D. Halttunen. The motion carried unanimously.</li> <li>2. <b><u>New Business.</u></b><br/>Review Membership<br/>The committee reviewed and confirmed the following:<br/>Administrators: Hill, Woods, Bell<br/>Classified: Williams, Pelayo, and three vacancies<br/>Faculty: Munoz, Boyd, Halttunen, Pink, two vacancies<br/>Student: two vacancies<br/>District: Brown</li> <li>3. <b><u>New Business.</u></b><br/>Committee Calendar<br/>The committee will meet the second and fourth Tuesday of each month for the fall semester. This two meeting per month schedule will be reevaluated for the spring term.</li> <li>4. <b><u>New Business.</u></b><br/>Committee Process<br/>The Chair confirmed that classified membership will report and return information from the Classified Senate. The Chair confirmed that faculty membership will report and return information from Academic Senate. Mehlhoff indicated that since he attends Academic Senate meetings that he would assume this responsibility.</li> <li>5. <b><u>New Business.</u></b><br/>MAG/CAVE/TAG<br/>Hill reported that MAG and CAVE will merge into TAG. This newly constituted District committee will review and establish standards for microcomputers, audio visual, and classroom technology.</li> <li>6. <b><u>New Business.</u></b><br/>Secure Forms for Website</li> </ol> | <p>III</p> <p>III</p> <p>III</p> <p>III</p> <p>III</p> <p>III</p> | <p>III.C.</p> <p>III.C.</p> <p>III.C.</p> <p>III.C.</p> <p>III.C.</p> <p>III.C.</p> |
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Hill reported that the District needs a way to accommodate requests for data collection requests via the website. Hill suggested that our new CRM could be utilized for this function. Of concern is standardization and data security. Hill will follow-up with District.

7. **New Business.** III III.C.  
Academic Senate Technology Concerns/Goals  
Tabled

8. **New Business.** III III.C.  
Technology Support Process  
A question was asked to confirm how technology is replaced on campus. Hill described the roll-down process whereby instructional labs are replaced and the PCs that are displaced are “rolled-down” to non-instructional workstations/desktops. Munoz indicated that some workstations/desktops on campus were not replaced. Hill indicated that IT is still finding a few workstations/desktops that were not replaced and that, when identified, will be replaced. Hill encouraged anyone who does not have a replaced workstation/desktop to contact campus IT for replacement. Hill will document and share this replacement process. Munoz asked how the District’s Help Desk works. Hill will document and share this process as well. The routing process of the new Help Desk was briefly discussed.

9. **New Business.** III III.C.  
Technology Plan  
Hill indicated that the new technology plan will be developed to follow the new accreditation standard. This will support future accreditation writing an ensure that the college is compliant with standards.

**Old Business:**

1. **Old Business.**  
NONE

**Reports/Other:**

1. **WiFi.** I-III, V III.C.  
The installation of upgraded WiFi is delayed. The new WiFi will utilize a portal login utilizing employee or student ID number.  
Hill will ensure that instructional access in the classroom will be addressed with this upgrade. Mehlhoff asked if this would impact POST testing. Hill indicated that this service would be addressed the same way as instructional access in the classroom. Bell will report when a new completion date is identified.

**Next Scheduled Meeting:** Next meeting will be September 12, 2023

**Adjournment:** Meeting was adjourned at 4:14p.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