

**Committee Meeting Minutes**  
**Technology Committee**  
**San Diego Miramar College**  
**October 10, 2023 • L-108 • 3:00 – 4:00 p.m.**

**Members:** Bell, Boyd, Garces, Halttunen, Hill (co-chair), Joseph, Le, Mehlhoff, Munoz (co-chair), Pelayo, Viersen, Wildberger, Woods

**Vacancies:** None

**Guests:** Okumoto, Parelman, Pink

- A. **Call to Order:** Called to order by Hill at 3:05 p.m.
- B. **Approval of Agenda and Minutes**
  - A motion to approve the 10/10 agenda by Mehlhoff and seconded by Viersen. The motion was approved.
  - A motion to approve the 9/26 minutes was made by Le and seconded by Viersen. The motion was approved.
- C. **Committee Reports/ Other**
  - None
- D. **Old Business:**

#	Item
1	<u>Help Desk Follow-up.</u> Hill reviewed a draft Help Desk landing page. Hill reviewed a section of the Tech webpage that listed current SDCCD software availability. Hill reviewed Technology Department pages where there is a Help Desk video that provides an overview on how to use the Help Desk site. Hill also reviewed the Administrative Services landing page for context of where the Technology landing page was located.
2	<u>Reporting to Academic Senate.</u> Munoz provided follow up from the last AS meeting. Hill confirmed that there are <b>open student computer labs</b> on the second floor (library) of the L-building. It was reported that L-104 would transition to a Career Center and that the displaced computers would be put back into college-wide circulation. Bell indicated that with this transition, full support for the second-floor lab would remain. Hill reviewed the general configuration of pilot <b>Hyflex</b> rooms. Hill confirmed that these locations would remain classrooms. Bell indicated that purchase orders have been placed. Munoz indicated that faculty are interested in participating / providing input to <b>CAVE</b> . Hill agreed and added that IT currently working with faculty to design an “active learning” classroom. Pelayo reported that CAVE continues to meet to identify classroom IT standards. It will be important to integrate faculty input into this discussion.
3	<u>CAVE Updates.</u> Hill requested input from Academic Senate on faculty representation to CAVE. CAVE will be collaboratively establishing next generation classroom IT standards.
4	<u>Technology Plan.</u> Hill will share word version of Tech Plan with the committee. Munoz indicated that the goal was to review and provide input prior to the next meeting. Hill requested that this input be broad (from dept perspective not just individual). Munoz reminded the committee that we are waiting for new Accreditation standards to incorporate into the plan. Munoz and Hill will review and report on items that were removed from the prior plan. Bell indicated that plan goals should be developed first then plan outcomes could be more easily defined.

- E. **New Business:**

#	Item
1	<u>Resources and Professional Development</u> – Pelayo shared a resource document for AV equipment and vendors
2	<u>Wi-Fi Update</u> – Hill reported that AP installation continues. Hill has requested that an AP be installed at the campus IT location so that he and his staff can begin testing to support implementation. Bell asked for a clear transition plan for communication to the campus.
3	<u>Surveying Software Needs</u> – Munoz will review with the Academic Senate.

F. **Announcements**

None

G. **Adjourned**

The meeting was adjourned at 4:15 p.m.

H. **Next Scheduled Meeting**

Tuesday, October 24, 2023, 3:00 p.m. in room L-108