**Committee Meeting Minutes**

**Technology Committee**

**San Diego Miramar College**

**October 24, 2023 ● L-108 ● 3:00 – 4:00 p.m.**

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

**Vacancies:**None

**Guests:** Okumoto, Parelman, Pink

1. **Call to Order**: Called to order by Hill at 3:05 p.m.

**Introductions and committee responsibilities**

1. **Approval of Agenda and Minutes**

A motion to approve the 10/24 agenda by Woods and seconded by Halttunen. The motion was approved.

A motion to approve the 10/10 minutes was made by Hall and seconded by Joseph. The motion was approved.

1. **Committee Reports/ Other**

None

1. **Old Business:**

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| --- | --- |
| **#** | **Item** |
| **1** | Wi-Fi Update. Hill indicated that campus Technology Services has received a new AP and is cruelty testing. Hill is still waiting for confirmation from District on the campus implementation plan and schedule, especially for instructional labs. Munoz asked about the AP installation status at City. It was shared that there were a few issues including weak signals and confusing login processes. The types of access, including guest, was reviewed. Le indicated that bandwidth in the S building was slow. It was confirmed that the purpose of the new APs was to improve. Woods asked for a schedule update closer to deployment. Hill will communicate login protocols prior to go-live. Halttunen asked if easier options had been considered. Hill indicated that this was necessary in order to move towards a modern security and login model and that the structure that we are installing/implementing is not uncommon. |
| **2** | CAVE Update. Pelayo met with Academic Senate and reviewed the roll of CAVA and asked for faculty input on classroom technology standards. |
| **3** | Technology Plan. Munoz asked if the committee had any input or suggestions. Pink suggested using year date range for plan title instead of 2.0. Hill will re-insert the colleges rolldown plan. Munoz and Hill asked the committee to continue their review with a goal for input by next meeting. |

1. **New Business:**

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| --- | --- |
| **#** | **Item** |
| **1** | Classroom Standards – Reviewed in CAVE Update above. |
| **2** | Rolldown Process – Hill provided an overview of the college’s rolldown process. Key in this processes is the system configuration/storage and not necessarily age. The college purchased new systems for lab/student use and then rolls down systems for administrative use. Most often, these roll down systems are current an appropriate for administration. Hill suggested that minimum standards should be established and published so that there was a common understanding. Hill indicated that this information should be located on the Technology web page. Halttunen suggested that there be a “direct line of communication” for technology problems for quick resolution. Bell indicated that that direct line should be to your Dean/Manager/Director. |

1. **Announcements**

None

1. **Public Comment**

None

1. **Adjourned**

The meeting was adjourned at 4:07 p.m.

1. **Next Scheduled Meeting**

Tuesday, November 14, 2023, 3:00 p.m. in room L-108