**Committee Meeting Minutes**

**Technology Committee**

**San Diego Miramar College**

**November 14, 2023 ● L-108 ● 3:00 – 4:00 p.m.**

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

**Vacancies:**None

**Guests:** Maharaj, Parelman, Pink

1. **Call to Order**: Called to order by Hill at 3:07 p.m.

**Introductions**

1. **Approval of Agenda and Minutes**

A motion to approve the 11/14 agenda by Halttunen and seconded by Woods. The motion was approved.

A motion to approve the 10/24 minutes was made by Mehlhoff and seconded by Woods. The motion was approved.

1. **Committee Reports/ Other**

None

1. **Old Business:**

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| **#** | **Item** |
| **1** | Wi-Fi Update. Hill met with District IT. Target start date is 11/27. There will be no changes Dec 4 – 15. Hill will work with District IT to schedule buildings with Auto leading the pack. Maharaj added that this wifi project will provide greater security and innovation. |
| **2** | CAVE Update. Pelayo reported that the committee is still assessing new technology and exploring professional development opportunities. |
| **3** | Technology Plan. Munoz suggested that Constituent groups provide goals, standards, and processes. Bell recommended that Hill and Munoz provide a first draft for review. Munoz agreed and will include District strategies. Munoz also indicated that the plan should include support strategies, similar to the instructional videos Pelayo and staff have created. Bell agreed and suggested that the Miramar website be the primary location for videos, tutorials, and directions and that the plan should point readers in that direction. |

1. **New Business:**

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| --- | --- |
| **#** | **Item** |
| **1** | Instructional Technology Update. *Future Classroom Technology* – Hill will invite CAVE and Technology committee to an Active Learning Classroom demonstration on Dec 1. Hill reported that the English lab installation at the L-building is progressing. *Hyflex Rooms Update* – Hill reported that 4 of the 5 classrooms have purchase orders issued and that we are waiting delivery and installation. Hill pointed out a continued concern in that hyflex rooms need two computers to support Zoom and AV. Hill reported that only the center area of K1-107 will be outfitted with hyflex. Hill has invited 3 different suppliers to provide new hyflex solutions for review. Maharaj provided words of caution and lessons learned from the CE installations. These systems are expensive and complicated to operate. Maharaj suggested that Miramar look at hyflex systems at College of the Canyons for cost savings and modern solutions. Maharaj also noted that TEAMS solutions may be better for conference/meeting rooms and not as useful for classroom environments. Maharaj indicated that there were 40 Surface Go2 laptops ready for Kurt to pick up. |

1. **Announcements**

Garces- Asked how do faculty request technology upgrades and training. Bell indicated that first contact should be with Dean/Manager.

Munoz- Suggested that a staffing plan should be included in the Technology Plan. Bell suggested that operational plans should not include resource requests and that this type of request is best included in Program Review.

Halttunen- Noted that Counselors would be working with students until 12/22 and that wifi should not be interrupted during this time.

Maharaj- Announced that District has additional Go2 laptops for distribution. Bell indicated that Hill will follow up. Halttunen indicated that counseling might be interested receiving new equipment.

Woods- Indicated that while the Go2 products are good, they are slower than desktop and that she encountered challenges with O365.

1. **Public Comment**

None

1. **Adjourned**

The meeting was adjourned at 3:44 p.m.

1. **Next Scheduled Meeting**

Tuesday, December 12, 2023, 3:00 p.m. in room L-108