

Committee Meeting Minutes

Technology Committee

San Diego Miramar College

March 12, 2024, 2024 • L-108 • 3:00 – 4:00 p.m.

Members: Bell, Boyd (absent), Garces (zoom), Halttunen, Hill (co-chair)(absent), Joseph (absent), Le(absent), Mehlhoff, Munoz (co-chair), Nevarez (Choe Proxy), Pelayo, Woods

Vacancies: District IT, ICS Designee, Classified Designee (2)

Guests: None

A. **Call to Order:** Called to order by Munoz at 3:05 p.m.

Introductions

B. **Approval of Agenda and Minutes**

A motion to approve the 3/12 agenda by Garces and seconded by Woods. The motion was approved.

A motion to approve the 2/13 minutes was made by Woods and seconded by Garces. The motion was approved.

C. **Committee Reports/ Other**

None

D. **Old Business:**

#	Item
1	<u>BRDS Requests and Timeline.</u> Bell reported that committee prioritization was due on 3/11 and that final allocation would be conducted at the 3/13 BRDS meeting. Emails will be sent on 3/18 to those who have been allocated resources. Revised quotes will be due by 3/25. Purchases must be completed by May 3. Deans will be responsible for communicating status of RFF requests to faculty.
2	<u>District Technology Focus Group.</u> Munoz reported that SDI lead a focus group and that she will follow up with Maharaj for status and feedback. Munoz reported that the Help Desk is being responsive and that Maharaj will provide data. The focus group was primarily attended by Miramar employees. Munoz noted that MS 365 roll out professional development were items that needed attention. Pacheco indicated in the focus group that faculty and student feedback is needed, there is a lack of data collection, and that there was a need for better planning. Bell supported the need for professional development at Miramar. Halttunen reported that there is a need for hyflex training. It was noted that there were multiple hyflex training sessions provided and Pelayo indicated that Halttunen could reach out to him or Hill to arrange additional.
3	<u>Microsoft 365 Focus Group.</u> Munoz reported that Hill is drafting a webpage to share MS365 info and training resources.

E. **New Business:**

#	Item
4	<u>CAVE Update.</u> Pelayo indicated that the committee has not met this semester and that the committee is in flux due to staff reclassifications. Sean Ryan will be calling the next meeting. Munoz asked if there was any additional discussion regarding the New Line monitors? Wood indicated that a New Line monitor was successfully being used in M-209 an Active Learning Classroom. Additional purchased of New Line monitors need to be reviewed and discipline specific. Choe asked if anyone has experience using an interactive whiteboard? It was reported that the New Line monitors function the same way.
5	<u>Technology Plan Update.</u> No Report
6	<u>Instructional Technology Updates.</u> No Report

F. **Announcements**

None.

G. **Public Comment**

None

H. **Adjourned**

The meeting was adjourned at 3:43 p.m.

H. **Next Scheduled Meeting**

Tuesday, April 9, 2024, 3:00 p.m. in room L-108