

Technology Committee Meeting Minutes

San Diego Miramar College

Tuesday, April 9th • L-108/Call-in • 3:00-4:00 PM

Co-Chairs: Kurt Hill, Lisa E. Muñoz

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

Vacancies: None

- A. **Call to Order**, Called to order by Munoz at 3:05 p.m.
- B. **Approval of Agenda and Minutes**, A motion to approve the 4/9 agenda by Garces and seconded by Halttunen. The motion was approved. A motion to approve the 3/12 minutes was made by Le and seconded by Halttunen. The motion was
- C. **New Business:**

#	Item
1	<u>SDI Consultant Firm findings and data</u> : Muñoz reported that SDCCD employees were surveyed and that the District Technology Committee received the findings of the SDI consultant firm's research. The report revealed a 45% dissatisfaction rate with software training and the survey comments indicated a need for more technical support staff and employee training. Muñoz suggested these findings should inform the district's technology strategic plan and expressed interest in training development. Woods requested the document of SDI findings, and Muñoz indicated that they would be sent before the final TC meeting of the semester. Both Woods and Muñoz recognized the importance of these results for further discussion and decision-making.
2	<u>Microsoft 365 Adobe Webpage</u> : Muñoz reported that she had sent on the DL the new support webpage for Microsoft 365 and highlighted the resources available at the Vision Resource Center and her intention to continue providing information and answering questions.
3	<u>Evidence for the need for a faculty member dedicated to technology/software training, p. 36-40</u> : Muñoz addressed the lack of District support and training for software such as Microsoft 365 and Adobe Creative Cloud at Miramar College and cited her efforts to enhance professional development. She hopes to expand efforts to include HyFlex and other classroom technology training. Garces indicated that their department would need to find training for their specific software, and Muñoz encouraged him to send her details about the software and required training. Halttunen supported the need for more training on Miramar's campus, but also asserted the redundancy of work that the District could be providing. He suggested District-created training and support materials to align support and information among all campuses.

- D. **Old Business:**

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4	<p><u>Technology Updates: 5 classrooms, upgraded projectors, more Newlines, Teams rollout in Student Services--emailed instructions:</u> Muñoz reminded members to refer to Hill's email and save the informational PDF regarding the Teams rollout. Halttunen shared experiences with Teams in counseling: he noted the change will require students to have direct phone numbers and will impact the counseling office's ability to transfer calls. Woods informed members that the full implementation of the new phone system has been delayed due to the district's switch from Mitel phones to Microsoft Teams. Newlines: Woods discussed updates related to Newlines; Woods confirmed she had two monitors, and invited faculty to see them. The need for upgraded, larger projectors in more classrooms was also recognized by Le.</p>
5	<p><u>Technology Plan (10 minutes): Review Process and Goals sections, adding recommendations:</u> Choe asked about the lack of the TC in the process for BRDS requests. Halttunen spoke about the previous technology ranking process and mentioned the typically limited resources. Muñoz asserted that the Technology Director and Deans are involved in the rankings and suggested reminding departments and schools to clearly request and justify their technology needs in Program Review.</p> <p>The committee discussed the need for collaborative discussions on classroom standards and the replacement of equipment, to be prepared for potential funding windfalls. Woods asserted the need for a balance between providing quality equipment and efficient resource use. The committee recognized a need for a decision-making body to oversee equipment acquisition and agreed on the necessity for collaboration and innovative solutions to achieve their goals. There was mention of the District AV group, the CAVE taskforce, which has reps from all campuses. However, this taskforce hasn't met this semester. Since this committee has representatives across campus, Muñoz asserted the committee is well-suited to have these discussions.</p>

E. **Adjourned at 4:05 PM**

F. **Next Scheduled Meeting: May 14th, 2024**