**Committee Meeting Minutes**

**Technology Committee**

**San Diego Miramar College**

**September 10, 2024, 2024 ● L-108 ● 3:00 – 4:00 p.m.**

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**Members:** Bell, Garces (zoom), Halttunen (zoom), Hill (co-chair)(absent), Khan, Mehlhoff (absent), Munoz (co-chair), Nevarez, Pacheco, R, Pelayo, Wildberger (absent), Woods

**Vacancies:**ICS Designee, ASC Designee, Classified Designee (2)

**Guests:** Hertz, Tanya

1. **Call to Order**: Called to order by Munoz at 3:05 p.m. without quorum

**Introductions**

1. **Approval of Agenda and Minutes**

A motion to approve the 9/10 agenda by Woods and second by Garces. Unanimous.

A motion to approve the 4/9 minutes by Garces and second by Woods. Unanimous.

The 5/14 meeting notes were accepted

1. **Committee Reports/ Other**

None

1. **New Business:**

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| **#** | **Item** |
| **1** | Committee Membership, Charge/Purpose. Munoz reviewed the committee membership. It was confirmed that Danish Khan was added to the membership using the vacant Academic Services position. Ryan Pacheco joined the committee as a new student ASG representative. There remain 4 vacant classified positions. The committee’s charge and purpose was reviewed from the campus Governance webpage. |
| 1 | Meeting Calendar. Munoz reviewed the meeting calendar and reminded the committee that an outlook calendar has been sent. Pacheco mentioned that the ASG indicated that the meeting was the 4th Tuesday of the month. Munoz confirmed that it was the 2nd Tuesday of the month. |
| **2** | Single Sign-on for Canvas Feedback. Munoz led a discussion regarding the impacts of SSO on Canvas access for students. Faculty indicated that email access was working and that the access to MS products was appreciated. SSO access to Canvas was not smooth. The consensus was that the Help Desk did eventually provide services, it was unclear if all students were assisted because the reply communication was back to Student’s SDCCD email address. It was reported that if there was no reply, the help ticket was closed. There was a discussion related to the use of multiple devises. It was confirmed that each device used must be authenticated. It was also confirmed that it lab PCs were used, a new authentication would be required at each login. Woods asked if faculty were still experiencing issues in 4th week? The reply was affirmative but less. It was discussed that we need to be prepared for second 8 week start date. |
| **3** | Laptop and USBC hookups. Munoz asked for input related to laptop access at classroom podiums and replacing office desktops with laptops. It was generally agreed that this would work for contract faculty and would be a problem for adjunct faculty. Loaning laptops to adjunct was discussed. Bell talked briefly about New-line monitors. The membership briefly discussed hybrid classrooms. It was reviewed that there are only 3 hybrid classrooms set up. It was generally accepted that hybrid classrooms should be easy to use. |

1. **New Business:**

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| **#** | **Item** |
| **4** | District Technology Update. Munoz reported that there was a basic list of third-party software available and that the list needed to be strengthened. The ESSW committee was reviewing needs. |
| **5** | Technology Plan Update. Munoz and Hill will align Plan with committee charge and new Accreditation standards. Woods shared new standard and will confirm with Miramontez exact standard. This item will be reviewed at our next meeting. |
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1. **Announcements**

None.

1. **Public Comment**

None

1. **Adjourned**

The meeting was adjourned at 4:00 p.m.

1. **Next Scheduled Meeting**

Tuesday, Oct 8, 2024, 3:00 p.m. in room L-108