# Committee Meeting Minutes
## Technology Committee
## San Diego Miramar College
**November 12, 2024, 2024 ● Zoom** Meeting ID:526 847 0071

**● 3:00 – 4:00 p.m.**

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**Members:** Bell, Garces, Halttunen, Hill (co-chair), Khan (absent), Mehlhoff, Muñoz (co-chair), Nevarez, Pacheco, Pelayo, Wildberger (absent), Wong, Woods
**Vacancies:** ICS Designee, ASC Designee, Classified Designee (2)
**Guests:** Thomas Knoebel, District IT, Matthew Zimmer, Adjunct BTCWI

A. **Call to Order**: Called to order by Munoz at 3:03 p.m.
   **Introductions:** None
B. **Approval of Agenda and Minutes**
   A motion to approve the 11/12 agenda was made by Hill and seconded by Woods. Unanimous.
   A motion to approve the 10/8 minutes was made by Nevarez and seconded by Pacheco. Unanimous.
C. **Committee Reports/ Other**
   None
D. **New Business:**

| # | Item |
|---|------|
| 1 | Software Approval Taskforce Charter. Hill reported that the Task Force has been established with a charter, membership and scope of work. The task force membership will be kept small. Hill asked for input on the charter and scope of work. The focus of this task force will be to identify software needs, district-wide, that would be used in your day-to-day work. The task force will not be identifying course or program specific software. Munoz reported that she was glad that this work was being done. Hill discussed the need to prioritize these items. Munoz suggested a survey. Bell asked if SDCC, with O365, owned software that could be more aggressively "marketed" to employees before we purchase new packages. |
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E. **Old Business:**

| # | Item |
|---|------|
| 2 | Website Update. Hill reported that the Miramar website will be updated in November. There was a "feature freeze" then a "content freeze" while the site was being upgraded. The process should be completed by the end of the week. Hill announced that there will be a Drupal 10 upgrade over the winter break. |
| 3 | Technology Plan. Munoz reported that a lot of good work on the Plan had been done last year, 2023-24. The work will continue this year. Hill reported that new ACCJC Accreditation standards will be utilized to organize and report the institutional self-evaluation. Hill also indicated that he was drafting additional updates to section 3.10. |
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F. **Announcements**
   None.
G. **Public Comment**
   None
H. **Adjourned**
   The meeting was adjourned at 4:02 p.m.
H. **Next Scheduled Meeting**
   Tuesday, Dec 10, 2024, 3:00 p.m. in room L-108