Charter and Membership

November 4, 2024

Facilitator: Paul Corigliano, Manager, Campus PC Services

Purpose:
The District Software Inventory and Approval Taskforce is a temporary committee established to develop, review, and evaluate a standardized process to follow when acquiring, managing, and approving software used to support local college and district initiatives related to instructional or administrative needs.

Scope of Work:
1. Develop a process for inventory of software across the district, "determining what we have."
2. Develop new workflow and approval process for software from the local colleges – Standard Operating Procedure.
    2.1. Develop process to interface with and bring awareness to all constituency groups (Academic Senates, Classified Senate, Associated Students, Administration), and ensure the new process includes a communication stream with other similar committees within the district.
    2.2. Develop a process for sunsetting software packages that are obsolete or do not follow district or regulatory compliance rules.
    2.3. Ensure that accessibility standards are met in the software process. Please see Accessibility Capability Maturity Model ([ACMM Goals and Milestones](#)).
    2.4. Ensure all software meets FERPA, security, and regulatory compliance requirements.
3. Identify opportunities to consolidate similar software used at multiple locations to reduce costs and improve operational efficiency.
4. Explore the value of having a District Web Page with universal software resources.
5. Develop District-wide poll or data-gathering process for software needs, including guidelines on sharing results with colleges.
6. Recommend implementation of an annual process to review inventory and to stay current with the evolution of technology at the district.

Membership:
Paul Corigliano – Manager, Campus PC Services, ITS – SDCCD
Annette De Lozier – HR Systems Analyst, ITS – SDCCD
Robbi Ewell – Dean, Sch Info & Learning Tech – City College
Ingrid Greenberg – Faculty Special Assignment Contract/Technology Distance Education Coordinator, ESL Adjunct – San Diego College of Continuing Education
David Fierro – Director, College Technology – Mesa College
Rocio Sandoval – Digital Color Technician – Mesa College
Veronica Gerace – Communication Studies Contract Faculty – Mesa College
Kurt Hill – Director, College Technology – Miramar College

Pablo Martin – Communication Studies Contract Faculty, Academic Senate President, and Faculty Technology Liaison – Miramar College

Elaine Chance – Business Systems Analyst, IIE – SDCCD

Brian Weston – Dean, Online Learning Pathways - SDCCD