

**San Diego Miramar College
Technology Committee
Tuesday, September 25, 2018 - 3:00 p.m. to 4:00 p.m., Rm. L-108
Co-chairs: Daniel Miramontez and Kurt Hill**

MINUTES

Members: D. Miramontez, K. Hill, D. Mehlhoff, G. Choe, K. Reinstein, O. Lazaro, T. Williams, R. Marine*, D. Halttunen, and B. Pacheco*

Absent: G. Magpuri, L. Ascione, B. Wilborn, and A. Viersen

Guest: E. Brown and B. Gamboa

**Membership clarification*

Call to Order: Called to order at 3:02 p.m. by D. Miramontez.

1. **Approval of Agenda.** The agenda, with amended change to add Job Speaker Pilot Proposal (new business) was moved by K. Hill, and seconded by K. Reinstein and carried to approve the agenda of September 24, 2018.
2. **Review of Minutes from April 24, 2018.** The minutes for April 24, 2018 was moved by K. Reinstein and seconded by D. Mehlhoff and carried to approve.

***Strategic Goals** **Accreditation Standards**

New Business:

1. **Job Speaker Pilot Proposal.**

II.2

III.C

Regional Consortium of San Diego and Imperial County Community Colleges is proposing a pilot program for JobSpeaker. This is an online software that acts as a job board – a way for colleges to organize work-based-learning-activities for students. Currently, the college uses College Central Network, but the contract will expire on June 30, 2019. Highlights for this pilot is that it will be done in tandem with utilizing College Central Network (with a limited population of students identified). Conversations are occurring with EOPS (counseling requirements), CalWorks, and different instructional programs (Diesel Technology, etc.). As for cost, there will be no cost for the college. The region is completely funding the pilot (software/maintenance support will be provided). As far as personnel and human resources, this is a Software as a Service (SAS) program, so there is no maintenance with college's staff. What will be required are updates to the college's website. Ongoing, this can be potentially at no cost for the college, except for maintenance. If JobSpeaker is what the region will adopt, then the region will cover the costs. If not adopted by region, discussion will be brought forward. Discussion was made with the Career Center faculty and this is the best option to try pilot software, which was an original software that the college wanted to try. It was mentioned that this software has the potential to interface - technology solution is being developed with API connections so that information can be embedded into our college website. With connecting into our college system, there can be a direct connection with PeopleSoft and Campus Solutions. For security purposes, this can be implemented similar to College Central Network (based on student by student enrollment information, separate from the colleges system). This is FERPA compliant, not going into the student information system. Student population to pilot would be around 60 in Career Education and CalWorks departments. Next steps, after Technology Committee support and approval, will have discussion with region verifying necessary approvals and support on campus to begin the next steps of piloting this software. Consensus was reached by the Technology Committee to support JobSpeaker Pilot and for results to be provided spring 2019.

Old Business:

1. **Technology Committee Goals and Membership Change Form.** **II.2, II.4** **III.C**

Governance committee change form was submitted to CGC and has moved to constituencies. Academic Senate will be providing feedback. Currently awaiting answer from Classified Senate and ASG. Concern was brought forward that the word “operation or operational” should not occur in a governance committee handbook. This is to make the awareness on what a governance committee is versus department operations (two different items). Basically, to not conflate operations with governance in that there needs to be a clear delineation from governance and actual operations. The word “operation” has to do with how a department operates. Suggestion was made to take out the word “operation and/or operational relating to the Technology Plan so that it is not official within governance. Other updates from CGC was to add District Representative, to delineate a graphic format. Technology Committee will continue to operate under current goals and procedures until it is approved.
2. **Accreditation Improvement Recommendation #7** **II.2, II.4** **III.C**

Districtwide Technology Committee and Plan.

No update. There will be a presentation to the Board of Trustees, which includes the formation of a Districtwide Technology Committee and the change proposal that includes the addition of a District representative as a college Technology Committee voting member.
3. **Technology Committee Recommendations.** **II.2, I.4** **III.C**

This is in response to Accreditation Recommendation #7. Technology Committee recommendations has not been forwarded to the District, but has been reviewed by President Hsieh. Recommendation was made to send proposal below to all constituencies for support and feedback.

San Diego Miramar College
Technology Committee Recommendations
9/21/18

Over the past few years, the College has focused on the student experience in the ways it conducts business. Technology is no exception. In order for the College to adapt to student needs and allow them to succeed, it is important that transformation occurs within our college and district regarding technology. In all, the SDMC Technology Committee has been discussing topics such as data access and have formulated a couple recommendations below:

1. It is vital that the College be able to utilize a wide variety of “live” data which is kept in District databases. In the past and as of current, data access has been routinely denied for various reasons. It is time that the District work with the colleges in designing processes that allow access to central data sources. Therefore, the Miramar College Technology Committee recommends that:
 - o The College propose an internal organizational plan to ensure Data is used appropriately and securely
 - o The College administration advocate strongly to the District for regulated access using industry standard technologies (e.g., data connectors)
2. As students and faculty utilize their own digital devices more often, and the era of “Bring Your Own Device (BYOD)” is well established, the District should plan for support of scenarios, in the classroom, which allow for the flexible use of these types of devices including, but not limited to, the following examples:
 - o Students and faculty should be able to present video from their own tablets, smart-phones and laptops wirelessly using commonly accepted standards (Chromecast, WiDi, screencast, etc.)
 - o Students should be able to share files easily, and securely, between their devices, other users’ personal devices, and classroom computers including presentation systems

4. **Hardware Standards (e.g. 3D Printers).**

II.4

III.C

This is an ongoing agenda item. Suggestion was made to look into hardware standards (i.e. 3D printers to be similar printers and shared knowledge). Discussion will be continued.

5. Tech Plan 2.1 Update.

II.2

III.C

Tech Plan 2.1 was finalized last meeting and final product was previewed. This is a 3-year rolling plan (upgrades to plan every three years). If it is a content upgrade, then plan will be sent to constituencies for approval. Every two-years is an update - retaining same structure but information is updated (no major content changes). Suggestion was made to add dates when plan was updated (original was CEC approved). Next year, the new update will be 2.2. Next upgrade will be Tech Plan 3.0. Suggestion was made to add the date of when plan was updated or upgraded.

(Review name formatting, ie. D. Mehlhoff, David Mehlhoff).

Reports/Other:

1. Website Subcommittee.

II.2

III.C

Committee Evaluation forms were completed. College Governance Committee (CGC) recommended dissolving this subcommittee (change form submitted to CGC). Intent is to make this Website Subcommittee into a workgroup. When there is a cycle of upgrading the website, the Website Workgroup will be called upon. However, for managing webpage and content, this will be done by individual programs and schools. Suggestion was made to set up process and procedures for managing individual webpage and content. Faculty and staff will require management approval for individual webpage access, training, and content management. Training will be done in a group setting. Inquiry was made regarding individual training. For transparency, suggestion was made to establish a process and to send out on the college's DL regarding training – a website clinic. Suggestion was made that a potential medium would be to collect names of those interested in being trained and then open up a training clinic. This way, there is sufficient attendance in one training. Another recommendation was for a Screencast or YouTube training access, as well as either basic or advance level training. As well as train the trainers.

2. Informational Items.

Liaising for Academic Computing Support (ACS) has now switched to the School of PRIELT (previously with the VPSS). Reporting structure remains the same, but campus projects that requires administrative oversight will be with the Dean of PRIELT, working with District IT.

The campus is in program review season, Technology Committee will be dedicating time to BRDS prioritization in the near future. Possibly, to have an emergency Technology Committee meeting based on BRDS prioritization deadlines. .

Next Scheduled Meeting: October 23, 2018

Adjournment: Meeting was adjourned at 4:01 p.m.

****San Diego Miramar College Fall 2013–Spring 2020 Strategic Goals:***

1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*