

San Diego Miramar College
Technology Committee
Tuesday, September 24, 2019 - 3:00 p.m. to 4:00 p.m., Rm. L-108
Co-chairs: Daniel Miramontez and Kurt Hill

MINUTES

Members: D. Miramontez, L. Woods, K. Hill, G. Magpuri, B. Pacheco, A. Viersen, B. Wilborn, D. Maduli-Williams, and D. Halttunen

Absent: T. Williams, G. Choe, D. Mehlhoff, and E. Brown

Call to Order: Called to order at 3:01 p.m. by D. Miramontez.

1. Approval of Agenda. Agenda for September 24, 2019 was moved by L. Woods, seconded by G. Magpuri, and carried to approve.
2. Review of Minutes from February 26, April 23, and May 14, 2019. Minutes for February 26, 2019 was moved by G. Magpuri, and seconded by B. Pacheco. Minutes for April 23, 2019 was moved by B. Wilborn and seconded by G. Magpuri. Minutes for May 14, 2019 was moved by B. Wilborn and seconded by L. Woods. D. Maduli-Williams abstained from all three votes. All three sets of minutes were carried to approve.

*Strategic
Goals

Accreditation
Standards

New Business:

1. **Goals, Membership, and Meeting Dates Review.**

II.2, II.4

I.B., III.C, IV.A.

Committee members introduced themselves. Technology Committee charge was reviewed, but this structure may change based on discussions arising from Miramar College's Collegiality in Action (CIA). Proposed changes should come out sometime this semester, and this Committee will have a chance to review and discuss the new charge. It is mentioned that the new structure recommended by CIA will be approved within the current structure. Other changes that will be recommended by CIA will be the new College Council (replacing the College Executive Committee) with all the constituency leaders sitting on it. College Council will make recommendations to the president, who ultimately approves the changes. Though the Technology Committee is a participatory governance committee, some items could fall under academic and professional matters, of which the Academic Senate has purview. The Districtwide Technology Committee will also play a role in that. As for meeting dates, the October 22nd Technology Committee meeting was moved to October 24th and the November 26th Technology Committee meeting was moved to December 3rd. Meeting dates were otherwise accepted.

2. **Tech Plan 3.0.**

II.2

III.C.

Last semester ended with Tech Plan 2.2, which was tentatively approved until Administrative Computing Support could add their input. It was the will of the committee to post the plan with "no update provided" where this input was missing. The final draft of the document will be sent to committee members to review as a basis for Tech Plan 3.0, which will be a major upgrade to include: accreditation, information at the program level, and higher-level planning in regards to our mission statement and strategic planning goals. The focus for Tech Plan 3.0 will be on making college-wide recommendations, rather than just program/department-wide goals (e.g. make college-wide recommendations based on the college's strategic goals). Also discussed was the logistics of getting approval for recommendations before including them as operational objectives in the Plan. There will be a significant revamping of the Budget & Resource Development Subcommittee (BRDS) technology Request for Funding (RFF) process. There was a recommendation for a better way to save the authoritative copy of important documents rather than as a Word docs on the network drive, thus avoiding outdated/duplicated files. This has been noted and

is being addressed by CEC. The new committee structure from CIA will be implemented this spring or next fall at earliest. It was mentioned that developing a new Technology Plan was not in the new CIA proposal. Tech Plan 3.0 will keep the overall structure of Tech Plan 2.2 with the addition of overarching technology strategic goals. Goal is to get the draft finalized at the final meeting on the 3rd of December so it can go through governance in the spring.

Old Business:

1. **Accreditation Improvement Recommendation #7** II.2, II.4 III.C.
Districtwide Technology Committee and Plan.

The committee's recommendations were given to Executive VC Dowd. The main priority of the District is getting Campus Solutions fully functional, next is hiring a permanent IT Director, and then the formation of the Districtwide Technology Committee. The timeline for this was unclear.

Reports/Other:

1. **Website Subcommittee.** II.2. III.C.
None.

2. **Informational Items** 1-4

BRDS put forth their RFF process, which is part of the integrated planning process (fall term is planning, spring term is implementation). Proposals are due to BRDS on October 16, 2019. BRDS proposed sending proposals to Technology Committee for review on October 22, 2019, to be returned on October 23, 2019, and finalized by BRDS on November 1, 2019. Technology Committee reporting timeline to BRDS as follows: raw list from BRDS by October 17, 2019; AV and ICS prioritizations to be done by the afternoon of October 22, 2019; the prioritized list will go to the Technology Committee for review and discussion on the October 24th meeting. A tight timeline limits due diligence possible. Agreement was reached to move the October 22, 2019 meeting to October 24, 2019, from 2 p.m. to 4 p.m., to accommodate.

Next Scheduled Meeting: Next meeting will be held on October 24, 2019.

Adjournment: Meeting was adjourned at 4:12 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.*