

**San Diego Miramar College  
Technology Committee  
Tuesday, October 24, 2019 - 2:00 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 2:05 p.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by G. Magpuri, seconded by G. D. Mehlhoff, and carried to approve with omission of New Business Item #2 – Technology Plan 3.0 (Old Business #1).
2. Review of Minutes from September 24, 2019. Minutes was moved by D. Mehlhoff, and seconded by B. Pacheco, and was carried to approve.

**\*Strategic Goals      Accreditation Standards**

**New Business:**

**1. BRDS – RFF Technology Prioritization.**

**II.2, II.4      I.B., III.C, IV.A.**

Instructional Computing Support and Audio Visual Departments did a joint ranking of the BRDS RFF Technology Prioritization List and provided feedback to Technology Committee. The goal of today’s meeting is to discuss and finalize ranking and forward recommendations to BRDS. Results for Technology Committee Priority is as follows:

Joint Ranking	Program	Action Item Title	Explain how the action will support your Program Goals and your Program/ Course Learning Outcomes?	Resource request item and quantity	Does item affect Safety, Accreditation, Certification and/or Other?	Total	Dean Administrative Supervisor Priority	Technology Committee Priority	Comments
1	Aviation Maintenance Technology Program	Replace projectors in f1-104, f1-108, f1-109, f1-110. Partial classrooms upgrades are estimated at \$10,000 per classroom.	Operational A/V equipment is essential to effectively deliver instruction. Currently, all classrooms in F1 have	classroom projector		\$40,000.00	1	1	Recommend one classroom be funded
2	Chemistry Program	Student Laptops for S6	In our upper-level chemistry courses in the S6 building, we have moved primarily to electronic-based lab notebooks that require students to have access to the internet. Although originally outfitted with a minimum number of laptops with	6 PC laptop computers, \$1175.18 each	This affects accreditation as the increase in course offerings with adequate	\$7,051.08	4	2	
3	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	We receive large numbers of requests each year for special events with wireless microphone functionality. Currently we only have one fully-functional wireless microphone system. Purchasing more will give us greater	Shure BLX Wis Dual HH PG58 Sys, H9		\$ 2,169.18	19	3	All #3s are "phase 1" and must be funded together
4	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	HDCP-Compliant Scaling Presentation Switcher		\$ 1,433.16	3	3	All #3s are "phase 1" and must be funded together
5	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	DTP CP 82 4K Switcher		\$ 4,914.00	2	3	All #3s are "phase 1" and must be funded together
6	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	DTP HDMI 4K 230 Tx (QTY 2)		\$ 615.60	4	3	All #3s are "phase 1" and must be funded together
7	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	DTP HDMI 4K 230 Rx (QTY 2)		\$ 615.60	5	3	All #3s are "phase 1" and must be funded together
8	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	2 Input, 2 Output Audio Expansion Interface with Dante - Decorator-Style Wallplate (QTY 4)		\$ 2,103.84	6	3	All #3s are "phase 1" and must be funded together
9	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	2 In, 2 Out Dante Audio Interface w/ DDM & AES67		\$ 525.96	7	3	All #3s are "phase 1" and must be funded together

9	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	2 In, 2 Out Dante Audio Interface w/ DDM & AES67		\$ 525.96	7	3	All #3s are "phase 1" and must be funded together
10	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	DMP 128 Plus C AT 12x8 ProDSP Processor w/ AEC, and Dante		\$ 2,154.60	8	3	All #3s are "phase 1" and must be funded together
11	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Behringer X32 Digital Mixer		\$ 2,646.00	9	3	All #3s are "phase 1" and must be funded together
12	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	32-Channel Expansion Card for X32 Digital Mixing Console		\$ 266.76	10	3	All #3s are "phase 1" and must be funded together
13	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Cisco SF250-24P Ethernet Switch - 24 Ports Manageable - 2 layer supported - twisted pair - lifetime limited warranty		\$ 361.80	11	3	All #3s are "phase 1" and must be funded together
14	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Four-channel, 300W @ 4 power amplifier with Dante / AES67 Networked Audio, and 70V/100V		\$ 1,927.80	12	3	All #3s are "phase 1" and must be funded together
15	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Dual Digital Wireless Receiver with internal power supply, 1/2 wave antenna and rack mounting hardware		\$ 2,396.52	13	3	All #3s are "phase 1" and must be funded together
16	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Gooseneck base transmitter		\$ 430.92	14	3	All #3s are "phase 1" and must be funded together
17	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Digital wireless bodypack transmitter with miniature 4-pin connector		\$ 409.32	15	3	All #3s are "phase 1" and must be funded together
18	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Apple iPad Pro Tablet - 12.9" (QTY 1)		\$ 2,157.84	16	3	All #3s are "phase 1" and must be funded together
19	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Cisco WAP581 IEE 802.11ac 2.8 Gbit/s wireless access point		\$ 312.12	17	3	All #3s are "phase 1" and must be funded together
21	Library	Provide work flow function and efficiency to faculty, students and community - Scanning System for books and documents	Students have requested that the Library should be equipped with a scanner accessible to students needs.	Scanrx Book ScanCenter (scanning system for books and documents)	No	\$5,913.01	25	4	
22	Student Services	Equipment and Supplies	The Admissions and Records, International Students, Evaluations, and Veterans Affairs share the same multi-functional printer resulting in high volume use and constant repair request. Workflow is frequently disrupted. Evaluations	Southland Technology - Laserjet 700 MPP M775DN CLR (1), Carepack 3YR NBD HW Support (1), 500 Sheet Tray for CP5520/5225 (1)	No	\$6,416.71	1	5	
23	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Affordable Professional camcorder in a compact size will be used in outdoor/off-site Campus projects. The Audio Visual Department has several Miramar video projects in the queue that would benefit greatly in the use of	Professional Camcorder QTYx1		\$ 2,484.00	21	6	
24	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	The AV Department accommodates hundreds of special event requests each year. Spotlighting and other event lighting is often requested for campus events and campus performers. Currently, the Audiovisual Department has no	Special event lighting system, controls, peripherals, and accessories		\$ 3,477.34	22	7	
26	Physical Sciences Program	A Laptop computers for S6207/S6205 physics labs	These items are used extensively in all discipline lab activities	Laptop computers , 12 in each room		\$20,558.64	28	8	No roll downs available
27	WEB	Purchase development software	Using a suitable Integrated Development Environment (IDE) enhances productivity	JetBrains All Products Pack	No	\$700.92	36	9	
28	WEB	Purchase development software	MockPlus allows for faster design mockups design. Currently, mockups have to be fully themed and coded before review, this takes too much time.	MockPlus	No	\$939.60	37	10	
29	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Panasonic PT-RZ970 Projector		\$ 12,420.00	29	11	Phase 2: Mustg be funded together
30	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Panasonic 33.9-53mm/F1.8 - 2.4 zoom lens		\$ 2,143.80	30	11	Phase 2: Mustg be funded together
31	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	Chief ceiling mount		\$ 322.92	31	11	Phase 2: Mustg be funded together
32	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	HDMI and Audio to USB scaling bridge		\$ 2,029.32	32	11	Phase 2: Mustg be funded together
33	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	DTP HDMI 4K 230 Tx (QTY 2)		\$ 615.60	34	11	Phase 2: Mustg be funded together
34	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	30X PTZ Camera (QTY 2)		\$ 4,475.52	33	11	Phase 2: Mustg be funded together
35	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	Equipment for integrated AV system in malfunctioning L-105 auditorium. L-105 is frequently rented out by campus Instructional and Student Services Departments. Currently, the system is malfunctioning and in need of a	DTP HDMI 4K 230 Rx (QTY 2)		\$ 615.60	35	11	Phase 2: Mustg be funded together

20	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	The AV Department serves over 150 smart technology rooms, assists with special events, and produces campus multimedia. Currently the AV Department receives hundreds of service requests per year and has no efficient	Zoho or equivalent Professional ticketing system service (recurring annual fee)		\$ 1,188.00	20		Defer for next cycle; Looking into utilizing IT ticketing system
25	Audiovisual	Purchase of New Learning Resources Audiovisual Technology and Replacement of Aging Technology	The Audio Visual Department currently does not have a DSLR gimbal stabilizer. The Audio Visual Department has several Miramar video projects in the queue that would benefit greatly in the use of a gimbal to stabilize moving shots.	Gimbal QTY:1		\$ 1,204.17	23		Defer item for next funding cycle
36	Academic Success Center	Additional smart conference room	There is an increase in requests to support review sessions as part of the Supplemental Instruction programs in the various CTE, Math, and English courses. We only have one smart room in the ASC and thus cannot	Smart Conference Room (System/Cabinet/Desktop)	NA	#REF!	1		Defer item for next funding cycle, request supporting data
37	Athletics Program	Purchase camera	Ultimately will save the department money by having a permanent camera in the gym as opposed to renting one.	Camera 1	No	3,000	36		Defer for next cycle; needs consultation from onset
38	Personal Training Program			80 in screen for		3,000	1		Defer for next cycle; needs consultation from onset
39	Athletics Program		Will create an environment that is welcoming and professional	Marketing signs, digital displays, literature, signs, tents, etc		8,000	37		Defer for next cycle; needs consultation from onset
40	Athletics Program	Purchase pool scoreboard		Scoreboard for pool		7,000	34		Defer for next cycle; needs consultation from onset
	Administration of Justice Program	Instructional Equipment and Supplies	We seek to bring our department to the standard observed across the San Diego Miramar College campus, which includes adequate provision of all supplies necessary to	1. Standard Miramar laptops for faculty - \$1,167.55 2. Scatron scoring machine - \$250 (used)	Yes. CA POST (Peace Officer Standards & Training) requires	\$11,842.55	2		Primary need is copier; laptop can be rolldown
	Allied Health Program	Purchase LockDown Browser campus-wide license for online exams	We have 8 partially online BIOL 107 sections, with online lectures and on-campus labs. Administering lecture exams online even when proctored is challenged by cheating, given student easy access to multiple browser windows and	software annual license for campus-wide LockDown Browser	no	\$2,795.00	7		Defer for next cycle; needs consultation from onset

Comment was made that the campus needs to be informed of the BRDS process for funding request – to include a process training. It was mentioned that this process training can be included in Chairs Academy held in August 2020. As well, Deans and/or Department Chairs should inform faculty that any technology funding requests should go through the college’s Instructional Computing Support (ICS) and Audiovisual (AV) departments. What will be needed is education on process with emphasis on consultation (to build this into the next Tech Plan iteration). Motion was made to move BRDS RFF Technology Prioritization recommendation list to BRDS was made by G. Choe, seconded by G. Magpuri, and moved to approve.

**Old Business:**

**1. Accreditation Improvement Recommendation #7 Districtwide Technology Committee and Plan.**

**II.2, II.4**

**III.C.**

Tabled.

**2. Tech Plan 3.0.**

**II.2**

**III.C.**

Tabled.

**Reports/Other:**

**1. Website Subcommittee.**

**II.2.**

**III.C.**

None.

**2. Informational Items**

**1-4**

Comment was made that from seeing the Dean’s list of classrooms that requires AV upgrades (with limited funds) doesn’t look like it is making an impact on this list at all. We are only doing the bare minimum to get classrooms updated. There are no District funding dedicated for audiovisual infrastructure. Allocation is done by administration. Recommendation is to request District to allocate funding, which is affecting Instruction. What can be done is a formal recommendation from Technology Committee (within participatory governance), and send this to District - to recommend planning and funding for audiovisual on campus. This topic will be brought in for further discussion in next Technology Committee meeting to: a) To form a recommendation, and b) To include into Tech Plan 3.0 central advocacy. Request was also made to find out about a dedicated repair budget, and sustainability to replace technology. Also needed for discussion is technology and its relation to pedagogy.

**Next Scheduled Meeting:** Next meeting will be held on December 3, 2019.

**Adjournment:** Meeting was adjourned at 3:26 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.*