

San Diego Miramar College

Technology Committee

Tuesday, October 22, 2020 - 2:00 p.m. to 4:00 p.m.

https://cccconfer.zoom.us/j/ 94658876931 Password: 240833

Co-chairs: Daniel Miramontez and Kurt Hill

MINUTES

Members: D. Miramontez, L. Woods, K. Hill, G. Magpuri, B. Pacheco, D. Maduli-Williams, G. Choe, D. Mehlhoff, R. Marine, D. Halttunen, and B. Wilborn

Absent: T. Williams, A. Viersen, and E. Brown

Call to Order: Called to order at 2:03p.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by B. Wilborn, seconded by L. Woods, and carried to approve.
2. Review of Minutes from September 22, 2020. Minutes was moved by B. Pacheco, and seconded by G. Choe, abstained by D. Halttunen, and was carried to approve.

[*Strategic Goals](#)

[Accreditation Standards](#)

New Business:

1. None.

Meeting schedule

Old Business:

1. **BRDS Prioritization.**

III

III.C.

Notes were provided and completed accordingly. The strategy used for the initial technology ranking was to ensure an equitable prioritized list and a balance between technology and instructional needs. To ensure that collegewide needs are met across various divisions. Finalized Technology Committee BRDS-RFF prioritization are as follows:

Resource request item and quantity	Notes:	Technology Committee Prioritization:	Total
Diagnostic Equipment - HDMI tester (x2), ethernet tester/tracer (x1)		1	\$3,899.47
New servers (Qty. 4)	Other funding sources: PPIS for majority (.5 of one server) This has collegewide impact for running of website among other services. No other roll down process. Applicable for online and on campus. Approx. \$8,000 from BRDS funding.	2	\$75,000.00
(1) Upgraded Classroom with distance learning tracking camera and related equipment for installation including microphones.	German to COVID. Possible CARES or alternative funding. No other process or roll down that can handle this. Related to Streaming Cart.	3	\$5,668.25
Portable Blended Learning Equipment Carts - Used for rooms not equipped for virtual classes/online delivery. Examples of equipment needed include hardware encoder (Epiphan Pearl 2/mini), high-quality webcams, PTZ tracking cameras (Aver TR310), PA system, laptop, etc) (QTY 1)	Quantity 1. Fits into the parameters of current environment of COVID 19. No other funding source. Ties back to FIPT courses, item on hold until discussion.	4	\$20,353.32
HD Video camera, microphones, and stand.	Expand item as a collegewide resource. Possible CARES funding. (AV to check-out)	5	\$2,301.54
Professional Camcorder (QTYx2)	Needed for current COVID environment. No other process for this item. Look into for CARES as alternative funding (commencement). This item ties back to (Camcorder, Gimbal, Laptops, Camcorders, software, and lighting)	6	\$4,869.90

Resource request item and quantity	Notes:	Technology Committee Prioritization:	Total
Closed captioning software (i.e. Camtasia Studio) QTYx2	Funding to supplement DECT Grant at 30%. Relative for COVID environment. Alternative funding from CARES at 15%? Captioning is "required" per ADA for education use. Faculty can engage in alternative closed captioning process for individual lectures.	7	\$ 339.98
6 PC laptop computers, \$1175.18 each	Isn't COVID related. Possible rolldown from student laptop loan program/CARES?	8	\$7,051.08
Gimbal QTYx1	Needed for current COVID environment. No other process for this item. Look into for CARES as alternative funding (commencement).	9	\$ 347.07
The conference room monitor will no longer hook up to the desk top or lap top computers and essentially makes all av equipment useless without the replacement of switches, etc. GST has been asked by campus staff at Miramar College to provide a replacement AV switching system for the conference room at the Fire/EMT Building, Room R1-108A.	Is germain to COVID. Currently in heavy use. No other funding source.	10	\$6,261.31
JetBrains all products pack has tools for PHP, database, and .net (and more) development (Qty. 2)	Possible PPIS funding.	11	\$649.00
Production Laptops (i.e. MacBook Pro) (QTY x2)	Needed for current COVID environment. No other process for this item. Look into for CARES as alternative funding (commencement).	12	\$6,128.85
Editing Production Software (i.e. Adobe Premiere, Wondershare, Final Cut Pro) (QTYx2)	Needed for current COVID environment. No other process for this item. Look into for CARES as alternative funding (commencement). This item ties back to (Camcorder, Gimbal, Laptops, Camcorders, software, and lighting)	13	\$399.98
1 Tattle tape gate security system	Isn't germain to COVID Look into other funding sources or processes.	14	\$24,455.00
2 x 65" NEC flat panel LCDs for installation 2 flat mount for each of the displays 2 Visix Digital Signage Nano players with 3 year warranty	Isn't germain to COVID Look into other funding sources or processes.	15	\$8,507.99
1 Scannx Book ScanCenter (scanning system for books and documents)	Isn't germain to COVID Look into other funding sources or processes.	16	\$5,231.98
1 17' monitor	Isn't germain to COVID.	17	\$3,488.30
MockPlus Website Prototyping Tool (Qty. 2)	Possible PPIS funding.	18	\$318.90
Special event lighting system, controls, peripherals, and accessories	Needed for current COVID environment. No other process for this item. Look into for CARES as alternative funding (commencement). This item ties back to (Camcorder, Gimbal, Laptops, Camcorders, software, and lighting)	19	\$3,525.77
Lecture room projector bulb,8 Lab room projector bulb, 2 Warranty repair (S6205) Complete overhaul (S5203) 1	Can be handle by other processes and source of funding.	20	\$5,200.00
2 Portable battery dock charging station	Isn't COVID related.	21	\$608.54
Midas M32 Live 40-Channel Mixing Console \$4,000 Midas DL153 16 input/8 output Stage Box \$1,500	Isn't germain to COVID. Specialized equipment, AV/ICS as peripheral.	22	\$5,500.00
Backup amplifiers for L-105 and special events (QTYx2)	Not COVID related. There is an alternative source of funding (refer to Phase 1).	23	\$3,717.38
Laptop computers , 12 in each room	Isn't COVID related. Possible rolldown from student laptop loan program/CARES?	24	\$48,000.00

Resource request item and quantity	Notes:	Technology Committee Prioritization:	Total
1. Bring all building A-200 classrooms to campus smart classroom standard including: Ceiling-mounted projectors, automatic screens, sound system, fully equipped computer/AV podiums with document presenters and DVD players to replace out of date or unrepairable TV/DVD/VHS units 2. Add keypad electronic door lock system for Room A-224, to match what has been installed in A-201, A-207 and A-210. 3. Paint all classrooms in building A-200. 4. Replace window blinds in outside facing offices in room A-224. 5. Replace window blinds in all classrooms in building A-200. 6. Replace all non-functional locks in classrooms and offices throughout the Public Safety Building. As an example, a student was locked in the 2nd Floor women's restroom in the Public Safety Building and had to be rescued by someone with a key, as the lock only works sporadically and would not open from the inside. 7. Add AV capability to ADJU conference room area in Room A-224. 8. Provide new signage for Public Safety Building, consistent with signage across campus 9. Update Public Safety Building central courtyard to match landscaping across campus and to add additional shaded seating areas to allow students to socially distance for breaks. 10. In an unused space on campus create Mock Trial Courtroom/Mock Panel Interview Room, with judge's bench, attorney tables, witness stand, jury box, and observer gallery, along with AV capabilities, to play video and to video-record student performances.	To be handled by AV classroom upgrade process.	25	\$20,000.00
1. Standard Miramar laptops for contract faculty - \$1,167.55 2. Desktop scanners for contract faculty - \$900.00 3. Dry Erase Boards for A-223 (Qty. 3, 8' wide) - \$600 4. Copier - Xerox WorkCenter 7220 - \$6,999-COMPLETED 5. Scantron scoring machine - \$250 (used) 6. Marketing materials for AJ Department, e.g., posters, brochures, branded promotional giveaways (e.g., pens, highlighters, etc.), thank you cards for guest speakers, etc. - \$2,000 7. ADJU Banners/Signage - \$2,000 8. Bookshelves for office A-224E - \$1,200 9. Textbooks (one copy per class) to place in ADJU library - \$500	To be handled by AV classroom upgrade process. Laptops available for faculty and staff.	26	\$6,617.55

There was a robust discussion on ranking for portable blended learning equipment carts versus ranking for upgrading a classroom. Note was made that the college's servers are currently working, but are 11 years old and have been experiencing periodic, unexplained shutdowns. Waiting for a server to fail before deciding the need to replace it is not an option to consider. Currently, ICS has been doing patchworks to keep the servers running for years. Inquiry was made to find out if portions of the 300 student laptops from COVID funding (once retired) be used for roll-downs or repurposed (i.e., Chemistry Program student laptops). There was a discussion regarding highly specialized equipment that requires subject matter expertise, but may not be a technology review item. However, there's the interfacing/interactivity with classrooms and labs that needs consideration (projection systems, computers, etc.). The primary function for specialized equipment is for a course, and AV and ICS involvement is peripheral. It was mentioned to keep in mind for funding next year that the BRDS unrestricted funds comes from the revenue generated for renting out facilities. Since we are currently not renting out facilities, funding is expected to be exhausted.

Motion was made for the approval of the prioritized technology RFF list by G. Choe, seconded by L. Woods, and one abstain by D. Halttunen. Motion was voted upon by the committee and was passed. Although technology ranking was robust, discussion on the rush of this process in previous years was mentioned. Recommendation was made to address this before the next cycle. There was discussion with certain items but requires representation that will be more inclusive and equitable – to remind the campus community that this is the opportunity to advocate for items requested for funding. Suggestion was made to move Program Review deadline to late spring or summer – to review the planning calendar (for next meeting discussion). This ranking document will be sent to BRDS, which is due by 5:00 p.m. today. Next Technology Committee meeting will review this ranking process, how to refine it, and how the process can feed into Tech Plan 3.0.

2. **Remote Operations.**
Tabled.

I-III

III.C.

3. **Tech Plan 3.0.**
Tabled.

II.2

III.C.

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

II.2, II.4

III.C.

Tabled.

Reports/Other:

1. **Website Subcommittee.**

II.2.

III.C.

This subcommittee will be dissolved.

2. **Informational Items**

1-4

Question was asked if the CARES Funds can be used to support remote operations, training, managing software remotely, servers in the cloud, and remotely manage remote devices. It was encouraged to fill out the CARES Request Form using the criteria provided. Request was made for the Technology Committee to do workshops or presentations to students on how to get to know their computers (PC or Macs, webcams). To make a student training session “How to get to know your computer” as an agenda item for the next Technology Committee meeting – a specific topic under remote operations.

Next Scheduled Meeting: December 1, 2020.

Adjournment: Meeting was adjourned at 4:05 p.m.

***San Diego Miramar College Fall 2020–Spring 2027 Strategic Goals:**

1. **Pathways** – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
2. **Engagement**-Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
3. **Organizational Health** -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
4. **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships