



Technology Committee Meeting
May 17, 2016
2:00 p.m.
LLR 202

Minutes

COMMITTEE (X marks those present):

√	Art Leible, Chair	√	Virginia Rapp Co-Chair	√	Dave Murphy Business Div.	√	Irene Graff Inst. Research
√	Robert Sutton SRC		Melissa Guess Financial Aid		Greg Toya SSVC	√	Howard Story Lib/Distance Ed.
	Steve Waterhouse Admissions & Rec.	√	Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		Luis Mancian ECCE
	Andrei Yermakov Compton Center		Bill Mulrooney Admissions&Rec		Noreth Men Library	√	Idania Reyes Grad. Initiative
	Erick Mendoza Campus Police	√	Will Warren ITS/Applications		Andrea Sala Foundation	√	Dipte Patel SRC
√	Lisa Mednick Prof. Development	√	Rebecca Russell Library	√	Maria Smith Human Res.		Ann Garten Public Info.
√	Pete Marcoux Humanities	√	Thurman Brown Tech Services	√	Paul Yoder IT Security		

“The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College

technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan.”

I. Old Business

- a. The minutes from the April 19, 2016 Technology Committee meeting are approved.
- b. Update on Faculty Laptops/Tablets – We have about 50 laptops left to be deployed. We expect the remaining to be exchanged after the grades are in or before the fall semester starts. We will send emails more frequently to the remaining faculty that needs to do the exchange. Will Warren has reached out to the dean’s to ask for their assistance in managing the faculty in their departments.
- c. Current Projects Update - We have Board approval for the MPOE (Main Point of Entry) from the Administration building to the ITEC building. The Administration building is scheduled to be vacated by January 2017. We will need to lay physical fiber to our data center in the ITEC building. AT&T wants to assure that the signal gets to us, thus, requiring that they do all the physical work as well. A lot of the planning has been done and we are anticipating AT&T scheduling the work.

We are finalizing the install of the gigabit circuit and some of the modifications required at the Hawthorne Center. The physical fiber is there and we are starting to install the actual technology. We have a delivery date of May 31, 2016 to replace their old phones with our standard VoIP Phones and the transition to the four-digit extensions instead of the ten-digit direct dial that they now have.

We are working with Dell on the WiFi project. We have exchanged a lot of feedback. Dell will be here to discuss the physical walk to install cabling and provision in about two weeks. The radio diagram is agreed to. The signal strength, blockages, etc. is accepted to us. The buildings with the drop ceilings will need to be walked through. In the older building where holes will need to be drilled through walls will need to be walked through and given a cost estimate.

We have had to change some of our dates for the Chancellor’s Office Ed Plan Initiative (EPI) because we are in the midst of our Colleague SQL conversion. We are extracting data out for our Starfish Early Alert. We plan on going off-line with Colleague on June 9, 2016. We will continue with the initiative once we have completed the migration and are live. We should be forming the timeline for the extracting to SQL in the next couple of week.

- d. Student Lab Tracking – We explored the Stem Lab however CI Track does term and section based tracking. Stem is a cohort based lab therefore we are looking at the KEAS Lab to use as our pilot because it fits the CI Track model better. There are some physical modifications that we will need to implement in the lab, such as setting up a kiosk, but we are moving forward with that lab as a pilot. The MAC Lab was also considered however the kiosk did not fit the needs of the students in the lab. We can look at other labs that are term and section based. We would also like to keep a track on Positive Attendance. Compton Center is also in need of tracking in which we are looking in to. We will document the progress on a spreadsheet to assure that for all intensive purposes we remain uniformed. Art Leible will contact CCCT to see if they would be willing to come down and do a Project Glue presentation.
- e. MS SQL Conversion Timeline – Our current status is that we have completed Test 1 and Test 2. We have opened up testing to interfaces and to users in Test 1. We have opened up testing to interfaces in Test 2. Some of the departments have been asked to look at the SQL conversion piece. What we're looking at now is that the Colleague system and the data processes and procedures can be converted over. We are experiencing issues with the massive customization of process procedures that have been built on technology from the 1990s such as computed columns. We are down to that final piece and are being extra careful on that. All other items are being converted without incident. We are on the verge of completing Test 1 and Test 2 phases and go into the Mock phase which will give us a clean environment with all the corrections requested to be ready to go live. The email, internet and distance learning will be up and running however, anything that pertains to Colleague will be down.
- f. Subcommittee – Lifecycle and classroom standards for 16/17 – Because we have faculty on committee we have had a tough time to schedule meetings per finals and vacations. We have put priorities in place before July 1, 2016 to identify what systems we want to buy for the lifecycle which will happen in July and August before the semester as well as posting standards for printers, laptops, desktops and tablets for the fall and incoming staff. We will ask every department to identify any computer they have that is running XP and send email to Thurman Brown, Will Warren or Art Leible giving the make and model number of the computer and location so that we can get an inventory. If the computers are on the books or the network, they should be replaced. The subcommittee will develop the rules and the approach for prioritizing projects. The subcommittee will do the initial review and will

present the project to the Technology Committee as a whole. We will then present to the Cabinet.

- g. Subcommittee – Technology Projects Management – Defining technology projects, roles, policies, management and procedures. The committee has not met to date. All the technology projects that come in from departments will come through this subcommittee. The committee’s task is to determine what is a project versus what is a task? The committee will also prioritize projects. We recommend that someone from the Facilities area is appointed to this committee.
- h. Subcommittee – Technology Master Plan – We have put together a collaboration of writings that the committee is reviewing for the Technology Master Plan. Dr. Nacheff has volunteered to be on the committee. We have two faculty members and a dean on the committee. We are planning to meet in the next couple of weeks.

II. New Business

- a. Rebecca Russell – LLR Assessment – There was a study that was done prior to Rebecca Russell arriving. When the study was done, recommendations were made of items that should be taken care of by ITS, including Media Services. However, most of our titles still belongs to Instructional Services and therefore most of the assessment is outdated. It’s hard to understand what we are focusing on and it has been suggested that we reassess and look at the job structures and make recommendations. PlanNet is a Board approved organization that El Camino has used in the past which the college now use as a roadmap for many of the projects that we’re in the process of completing now. At the June meeting we would like to discuss with Linda the direction that her study is going to see if this item become a part of the Staffing Plan.
- b. Technology Survey for Students and Faculty – We are planning to repeat the Technology Survey for Students and Faculty in the spring of 2017. We pulled out a few of the questions that can be an update on how things have changed since 2013 which includes BYOD, plans, apps that are crossing platforms, how many devices do you use and if they are all connected at the same time, etc. If there are items you would like to add, please send them to Irene Graff. We can include these in the Technology Plan in 2017. The questions that have been pulled for consideration can be made available to the committee upon request. The Committee recommends that the three questions pulled for consideration are recommended to be submitted into the Technology Plan.

III. Meeting Adjourned

a. The meeting was adjourned at 3:19 p.m.

C (COLLABORATION) – “Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”