



**Technology Committee Meeting
November 17, 2020 -- 2:00 p.m.
Via Zoom Conference**

Minutes

COMMITTEE (√ marks those present):

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
√	Iris Ingram, VP Admin. Services		Dena Maloney, Superintendent/President
√	Ryan Gan, Systems Librarian	√	Gary Greco, SRC
√	Jorge Gutierrez, Facilities	√	Brian Krause, SRC
√	Marlow Lemons, Mathematics	√	Peter Marcoux, Academic Senate
	Erick Mendoza, Campus Police	√	Michael Pascual, Purchasing & Risk Mgmt
	Dipte Patel, Counseling	√	Gema Perez, ECCE
√	Carolyn Pineda, Research & Planning	√	Makayla Propst, ASO
	Idania Reyes, SSC		Joshua Rosales, Institutional Research
√	Beverly Rouse, Administrative Support/ITS	√	Maria Smith, Human Resources
√	John Tamura, Fiscal Services	√	Sal Valencia, Audio Visual/ITS
√	Claudio Vilchis, Network Services/ITS	√	Blake Van Room, Tech Services/ITS
√	Steve Waterhouse, Enrollment Services	√	Moses Wolfenstein, Distance Education
√	Paul Yoder, Information Security/ITS		

STATEMENT OF PURPOSE

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.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Agenda

1. Welcome/Introductions – Committee Chair and CTO Loic Audusseau opened the meeting.
2. Agenda Review – The Committee accepted and adopted the November Agenda.
3. Approval of Minutes – October 20, 2020 – Line item #7 should read “acquired.” The Committee accepted and adopted as corrected.
4. Lecture Streaming – In attempt to decrease class sizes when the campus reopens, we are suggesting a means of providing a lecture streaming location, possibly in an adjacent room or Library, to allow for social distancing without decreasing class enrollment. The request is for necessary technology to accomplish this goal. A grant was applied for to cover costs. If awarded, it is our intent to use those grant funds to fund the cost of the requested lecture streaming. At the next Technology Committee meeting Dr. Marlow Lemons will present his findings from Virginia Tech and how they were able to successfully transition their classrooms to accommodate lecture streaming.
5. Proctoring Software – The Chancellor’s office has funded Factorial, which is the proctoring software we’ve been using pre-Covid. We recently received notification that Factorial will not be one of the tools funded moving forward. We have need of a proctoring tool that provides lockdown features which many of our faculty use such as a surveillance proctor. We are on a very tight timeframe to come up with a replacement that we can present to the Board next month so that we can get the proper solution funded for online digital education. We are recommending Respondus LockDown Browser which is priced per seat with the option of purchasing additional seats. This solution is a significantly lower cost than Factorial with the same functionality. The Committee will submit details of this solution to Michael Pascual for review and revisit the request at the next Technology Committee meeting.
6. Password Resets – On the 30th of October, the IT team discovered there was an issue with our new firewall and a few rules were misconfigured by a third-party vendor which was responsible for the setup of that piece of equipment. On the fifth of November we spent a lot of time working on the firewall logs and what we’re trying to do at this point is identify suspicious traffic existing or coming into the network. We have no evidence of confidential or sensitive information extracted. We are conducting three separate external network assessments as a best practice measure via the vendors Palo Alto, Milton Security Group and Vector Resources. In addition, we have an established cyber security protocol in place, however, as a preventive measure, the safe approach we took was to have all students, faculty and staff members a deadline to reset their password that follows

a set of complexity requirements. If end users have difficulty resetting their passwords, we ask that they contact the Help Desk for assistance.

7. Other Discussion – Committee members should expect to receive two surveys. The first is the ECC Connect Survey that focuses on the Starfish System. You may contact Dipte Patel's office if you have questions or comments. The second survey is from Institutional Research. This is a technology satisfaction survey.

The Academic Technology Committee is in the planning stage for the spring Technology Conference. Vendors and speakers will present the latest technology geared towards faculty. This conference will be held virtually in March 2021. Suggestions for the conference may be submitted to Pete Marcoux or Marlow Lemons, the conference chairs.

8. Adjournment – The meeting was adjourned at 2:57 p.m.

Goals (FY 20/21)

- i. Complete Master Calendar and Curriculums/Catalog systems
- ii. Future of Colleague ERP on site system discovery and research
- iii. Campus-wide technology planning focus
- iv. Long-term resource planning for technology
- v. Evaluation of recommendations for technology solutions.
- vi. DRP/BCP research and discovery
- vii. Maturation/operations/training on new systems
- viii. Support IEPI, Accreditation, OEI/OER, Guided Pathways, Strong Workforce...