



**Technology Committee Meeting
March 21, 2020 -- 2:00 p.m.
Via Zoom Conference**

Minutes – (Approved)

COMMITTEE (√ marks those present):

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| √ | Iris Ingram, VP Administrative Services Chair | √ | Crystle Martin, Library/LRC Co-Chair |
| √ | Ryan Gan, Systems Librarian | | Gary Greco, SRC |
| | Melissa Guess, Enrollment Services | √ | Jorge Gutierrez, Facilities |
| √ | Brian Krause, SRC | √ | Peter Marcoux, Academic Senate |
| | Lisa Mednick, Professional Development | √ | Erick Mendoza, Campus Police |
| | Ann O'Brien, Marketing/Communications | | Michael Pascual, Purchasing & Risk Mgmt. |
| √ | Dipte Patel, Counseling | √ | Gema Perez, ECCE |
| √ | Carolyn Pineda, Research & Planning | | 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 | √ | Vladimir Vasquez, Applications/ITS |
| √ | Claudio Vilchis, Network Services/ITS | | Steve Waterhouse, Enrollment Services |
| √ | Moses Wolfenstein, Distance Education | √ | Paul Yoder, Information Security/ITS |
| | Elana Azose, Professional Development | √ | Dave Fuhrmann, Acting CTO/ITS |
| √ | Dena Maloney, Superintendent/President | √ | Viviana Unda, Guest/Inst. Res. & Planning |
| √ | Virginia Rapp, Guest/Business Division | √ | Henry Eimstad, Guest/SIG |
| √ | Shari Waters, Guest/SIG | | |

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 – Committee Chair and Vice President Iris Ingram opened the meeting by acknowledging all those present per sign-on activity.
2. [Agenda](#) Review – The Committee moved and seconded the Agenda for today's meeting. The Committee accepted the Agenda as presented with no objections.
3. Approval of [Minutes](#) – February 28, 2020 – The Committee reviewed the Minutes from the February Technology Committee meeting. The Committee accepted the Minutes as presented with no objections.

The Committee moved and seconded the minutes from the February Technology Committee meeting. The Committee adopted the Minutes as amended with no objections.

4. Report from SIG Consulting re: Colleague System – Henry Eimstad and Shari Waters presented an Assessment Review of Colleague Systems and Associated Business Processes from Strata Information Group.

The SIG workforce team met with a focus group of representatives from all areas on campus with the exception of faculty. Though several attempts were made to include faculty members, because of scheduling and other conflicts, the team was not able to do so.

5. [2018-19 Technology Committee Self-Evaluation Survey Report](#) – The Technology Committee reviewed the results of a survey Institutional Research & Planning administered to members that were active on the committee in 2018 to determine the committee's effectiveness. The staff administered the survey via Qualtrics, a web-based tool. The findings of the survey were: a) for the committee to strengthen the level of commitment involved of those serving on the committee; b) a review and update of the committee's responsibilities; c) regularly use the results of the as informational data to help guide the committee; d) establish clear procedures and create resources/opportunities for members with regards to communication with their constituents and members of the campus community.
6. [College Query Binder](#) – Dr. Viviana Unda and Dr. Jeremy Smotherman – Dr. Smotherman presented a proposal to expand the campus' data analytics via Ellucian Analytics. Currently users have limited access to analytic data needed for program tracking and informed decision-making. The proposed Ellucian Analytics would help elevate the workload ITS and IRP has absorbed that extends beyond their core functions. The Internal Workload Cost would include an additional 3 hours per week for IRP, 3 hours per week for ITS Network Services, 8-12 hours per week for ITS Application Development Services, 3 hours per week for a Testing Team and a Project Manager. The External Workload Cost not to exceed \$65,000 over 1.5 years. Iris Ingram proposed hiring contractors to not increase the existing

heavy workload of the ITS Staff if this proposal is accepted. The committee will consider the proposal.

7. [College Scheduler Program](#) – Dr. Ross Miyashiro presented a proposal to expand the campus’ registration functionality via College Scheduler by Civitas Learning. By adding registration functionality via College Scheduler students will find it easier to register for courses once they find a suitable schedule. The system generates a potential schedule and the students register for all the classes simply by clicking a “Register” button. The college will gain advantage via the Colleague Registration API and gather data that are more accurate on the backend to assist with making strategic decisions around the master schedule. The committee will consider the proposal.
8. Adjournment – Meeting adjourned at 3:00 p.m.

Goals (FY 19/20)

- 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...