Minutes

PRESENT:

Art Leible	Maria Smith	Dave Murphy	Noreth Men
Erick Mendoza	Melissa Guess	Dipte Patel	Andrea Sala
Will Warren	Tom Brown	Claudio Vilchis	Rudy Ramos
Elana Azose	Greg Toya	Bill Mulrooney	Howard Story
Irene Graff	Idania Reyes		

"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 December Technology Committee meeting were reviewed and approved with the additions of Greg Toya and Maria Smith to the roster of members present.

b. Update on Faculty Laptops/Tablets – We have confirmation from Dell. They project that the hardware will arrive at the vendor for imaging on or around the 26th of January. From there the vendor will install the software necessary and the configuration that we will provide them. At the earliest we will anticipate the 2nd week of February for deployment to faculty.   We have organized enough staff in order for it to be a quick exchange but that will depend on the amount of data that will need to be transferred. Once we get information that's more definitive, we will send out an email and place it on the ITS website of the realistic date that the equipment will be deployed. We will also start preparing for the next cycle of deployment to make sure that the problems with this process are fixed for the next deployment.

c. Current Projects Update – We have received the estimate back for the Wireless Project from our designer. We're working with Procurement on what strategies are going to be needed to procure the equipment and the labor. Tom Brown in Facilities has advised on sequencing the order in which the buildings will receive the Wi-Fi. We are planning to initiate a seamless transition of approximately 600 new access points for the project this year.

d. ECC MPOE (Main Point of Entry) - We are moving it to the new data center in ITEC but there are issues that needs to be addressed to implement a more long-term fix. We started the process in August and are working with AT&T on the circuits and establishing a new timeline. Microsoft no longer supports their Exchange 2003 Server. We are working on eliminating that from our environment, including the Fax Servers.

e. Ed Plan Initiative – There has been no major changes since our last meeting. We will do our Professional Development Plan between March and the end of the semester. The timeline has been moved to the summer. We will test the Early Alert system in the first 6-weeks of summer. In the second six weeks of summer we will test the Degree Planner. In August we will conduct a larger scope pilot for both in the fall. Our contractor, Hobson's, is extracting data and state that they are on our timeline.

f. Colleague SQL Migration – We are migrating Colleague off the current operating system and hardware from Unidata a Unix based system to a Microsoft based system. We have purchased the high speed SAN and Servers. They are currently being delivered in portions and we are receiving them now in our Data Center. Dell Services will help us assemble them when they all arrive. We signed a contract with Ellucian for their consulting services to help us migrate the actual Colleague application and data to the new system setup, Microsoft SQL Server. We don't have any timelines at this point.

g. Tech Plan Diagram – The diagram is tabled and moving to the Accreditation Team meeting.

II.   New Business

a. Vision – We would like this committee to assist ITS in defining their vision, mission and the strategies they follow. We would like input, comments and suggestions to make sure that we are current and up-to-date on the direction that El Camino College wants to go. Compton Center may use it as a draft as well. We would like to create a subcommittee assist in drafting a strategic plan and look at strategies, approaches and

technology to create a list of action items that we can present to include budget and implementation.

b. Update language on New PC Request Form – Clarifying the language on the form for purchasing. ITS does not approve funding or the item. We are only making sure that the hardware and software works on our network and it meets our basic standards of equipment and to make sure that the product is complete with everything that is needed to run successfully. The initiating of the requisition will come from the ITS Division office and proceed to the Purchasing Department for purchase. ITS will not be involved in the purchase of mobile/cellular phones such as Androids or iPhones. These purchases will initiate from your department and go directly to Purchasing.

c. Google, Apple, and Office 365 options in the classrooms – The Foundation once came out with agreements using Google and Office 365. We are going to be moving to CloudMail (Microsoft 365 email) due to costs and so that you we can get our secure email from anywhere after we complete the SQL conversion. There will be more features with Office 365 Suite that will be available after we deploy the email. Microsoft will be here on February 26th for the Technology Conference to speak on Office 365 as well as have a booth for those who want to ask additional questions.

d. Apple and Chromebooks - A suggestion was to include the quote acquisition process in the procedure on the website for purchasing new equipment (i.e. non-standard equipment/iPads/Chromebooks, etc.) for budgeting purposes and program plan accuracy. We will look at the standard configurations for these items but not publish a dollar item since it fluctuates. We want to make sure that we are allowing students to use devices that will be required of them to use in the workplace once they've completed their education here at El Camino however, we want to be sure that everyone knows that we do not service this equipment and the purchased warranties through the company may not deliver as quickly as the standard equipment that we support.

e. Clarification of roles and responsibilities between Academic Technology and College Technology Committees – In PlanNet there was a discussion item in the accreditation aspect that requests that we clarify and present it to the public the difference between two committee's and what they do, that both committee's understand the difference and our overlap in responsibilities is an agreed overlap. We will need to respond the clarification back to the Accreditation Team. The Technology Committee is the college committee. We are responsible for college-wide staff, faculty and students. We are responsible for all of the technology on campus including the infrastructure and the audio-visual support. This

committee will make recommendations to the Vice Presidents that we feel is most advantageous to the college. The Academic Technology is a subcommittee of the college's Academic Senate. There focus is on faculty issues (such as faculty laptop replacements). The two committees work together on classroom computing and software. We will table this issue until next meeting when representatives that also serve on the Academic Technology Committee are present.

f. Committee Meeting date & time proposal – The committee members were asked to check their calendars for potential days and times we can meet to accommodate the members that aren't able to attend with our existing schedule.

III. Meeting Adjourned

a. The meeting was adjourned at 3:16 p.m.

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