



**Technology Committee Meeting  
June 16, 2020 -- 2:00 p.m.  
Via Zoom Conference**

**Minutes**

**COMMITTEE (√ marks those present):**

√	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, President/Superintendent	√	Viviana Unda, Guest/Institutional Research & Planning
√	Tiffany Lau, SRC/Guest		

**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 Vice President Iris Ingram opened the meeting.
2. Agenda Review – The Committee accepted and adopted the Agenda as corrected with the discussion of the committee's 20/21 Goals moved to the August Technology Committee meeting.
3. Approval of Minutes – May 19, 2020 – The Committee accepted and adopted as corrected with the addition of Ryan Gan as attending.
4. Strategic Plan Implementation and Monitoring – Dr. Viviana Unda presented an overview of the 2020-2023 Strategic Plan which was board approved in April 2020. The institutional goals are to increase completion, increase transfer, decrease units earned, increase students' workforce and decrease students' equity gap. Leading indicators are based on literature on predictors of success and capabilities of the college. We placed those leading indicators that the college is tracking into the framework of Guided Pathways. For fiscal year 2021-22, the institution has selected Black or African American students as our top priority as this population has been identified as disproportionately affected in 4 out of 7 of our lagging indicators and all of our leading indicators. The Technology Committee intends to support the campus with goals that will align with the campus strategic plan and indicators.
5. Instructional Software Licensing & Budgets – Beverly has begun submitting requisitions for the fiscal year 20/21 into Colleague effective July 1st. This is a future item that the committee will use moving forth with the new CTO. A workgroup for these items is being formed. All requests for software will be funneled through the committee which will prioritize. We are requesting volunteers, particularly from the Academic side.

Exploring Changing Plagiarism Software – Unicheck, a suggested replacement for Turnitin, which is a Canvas LTI, easier to use and substantially cheaper. The vendor will allow one year to transition with 1000 free licenses and all additional licenses at \$0.38 each. The recommendation was brought forward by the Online and Digital Education Advisory Committee. The Academic Senate voted to move forward with the change. The Technology Committee approved to move forward with the purchase of the Unicheck software for the 20/21 transition year.

6. NTEHub by Note Taking Express – In the past SRC would hire people to take notes for students in classes based on need. The student or the instructor will upload the notes and within 24 hours the notes are given to the students. NTEhub is proven to be more cost effective than hiring TNC's or Student Workers as well as the time the service advisors spend to facilitate. The quality of the product and the turnaround time is impressive. It is compatible with Canvas and support is provided. Gary Greco is in the process of gathering the cost of the product that will

be paid for out of DSPS funding but can also charge to lottery or instructional equipment funds. The committee approved to move forward with the procurement of NTEHub by Note Taking Express for use by the SRC.

7. Update Technology Committee Goals (FY20/21) – Tabled for the next Technology Committee meeting.
8. Other Discussion – The College has hired a Chief Technology Officer, Loic Audusseau out of an impressive pool of candidates. He is currently the CTO at Bronx Community College in New York. He will begin his duties the first week of July. Dave Fuhrmann will continue through his transition.

Dr. Maloney will present the AP and BP cell phone policies for the campus at the July 21, 2020 meeting.

9. 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...