



Technology Committee Approved Minutes

10/19/2017, 3:00 p.m. – 5:00 p.m.

4th Floor Conference Room

Participants/Members

Name	Present
Dave Thompson, Dir. eLearning and Research, Interim Dir. IT User Support, Co-chair	X
Cheryl Chapman, Dept. Chair, CTE, Co-chair	X
Sylvia Amito`elau, Instructional Technologies Designer	X
Dana Emerson, Dean Le-Jao Center	EXC
Shanon Gonzalez, Research Analyst Senior	ABS
Nate Harrison, Manager, Instruction & Veteran's Services	X
Elizabeth Horan, Librarian	X
Chris Johnston, IT Applications Developer	EXC
Nancy Jones, Dean Garden Grove Center	EXC
Bob Nash, Associate Dean Distance Learning	EXC
Son Nguyen, Instructor	X
Raul Sanchez, IT User Support Analyst	X
Toan Tran, Instructional Technologies Designer	X
Susan Winterbourne, Counselor, Professor	X
Mark Worden, Instructional Technologies Designer	X

Guest(s): Meg Yanalunas, Instructional Technologies Designer

Recorded:

Transcriber:

1. CALL TO ORDER

- 1.1. Welcome
- 1.2. Adoption of Agenda: MSU with additions to Standing Reports and Discussion items
- 1.3. *Approval of Minutes: 5/18/17 & 9/21/17 MSU

2. SPECIAL REPORTS

- 2.1 Nomination of Co-Chair
 - Cheryl Chapman volunteered and was accepted by the committee
- 2.2 Review of mandate with recommendations
 - Motion made to adopt the changes to the mandate – MSU, *Mandate at bottom of minutes
- 2.3 Adoption of Non-Instructional shells in Canvas
 - Coastline will pilot two courses; Military on-boarding of site reps and the library. We are moving forward on designing a request form which should be available early next week. The Vice Presidents will approve the requests. Dave Thompson or Tho Vinh will program the form to go online.

3. ACTION ITEMS

- 3.1 Follow up on Action Items from 5/18/17:
 - 3.1.1 Technology in current use, who uses and support available to be listed in SharePoint
 - Dave to go to District IT for a list of all software offered to students and staff and supported by DIT. He will also request DIT's definition of support
 - 3.1.2 Toan Tran to present report on Enterprise Wizard and Hesk

- Dave Thompson will send an email to Shelley Blair requesting scope of what is wanted and how it will be used and to ask if she would like to defer the discussion to Aeron Zentner

3.2 Follow-Up on Action Items from 9/21/17:

3.2.1 Dave Thompson to find out who is on the District Technology Committee and ask if that person can be either a member of this committee or provide a standing report

- Dave is now on the DTC and will provide a report to this committee

3.2.2 Dave Thompson to email a college-wide request that he be contacted if there are any printers (excepting the Canon copiers) being used that do not have an MRC label

- Dave will instead contact the District IT staff at Coastline to check their areas and report back to Dave

3.2.3 Dave to submit a request to DIT to add a channel for the CCC Library on the home tab for MyCCC with an RSS feed to populate the channel

- Request was submitted and is 50% complete, should be done by next meeting

4. STANDING REPORTS

4.1 District IT Directors Meeting – Dave Thompson

- The District is moving from Luminis to PortalGuard on December 18. This will create a single sign on, eliminating the separate log-in credentials for the various programs. They will begin communication to all staff and faculty. Dave will request a video demonstrating the first testing phase of PortalGuard
- A project prioritization list system for all sites was discussed. A matrix will be used for scoring. The Director of Academic & User Support will be the designee for prioritization recommendations

4.2 District Technology Meeting - Dave Thompson will report next meeting

4.3 PIEAC - No meeting was held

4.4 Academic Senate/FSC – Cheryl Chapman will report next month

4.5 Associated Student Government – No Representative at this time

4.6 Classified Senate – Will email Kevin Donahue for either a written report or someone to attend meeting to report

4.7 Canvas subcommittee – Sylvia Amito'elau will report next meeting

5. DISCUSSION ITEMS

5.1 Technology Master Plan – Dave Thompson

- Carried to future meeting

5.2 Long and short range technology goals – Dave Thompson

- One short term and one long term goal was offered. Short term: Clear documentation of technology offerings and training; long term: Virtualization. Will continue to brainstorm ideas to present at next meeting. Elizabeth Horan will create a Googledoc for committee to list ideas

5.3 Canvas Site Module – Nate Harrison

- NCPACE shells are CD ROM based. Canvas shells to be available now.

5.4 Standardized faculty technology offerings – Dave Thompson

- Dave is making the list of available equipment for new faculty. He should have it completed for the next meeting. The list is to be reviewed and updated on a regular basis

5.5 Student Help Desk plan – Dave Thompson

- See Action item 3.1.2

5.6 District technology tools including function/purpose – Dave Thompson

- See Action item 3.1.1

6. ANNOUNCEMENTS

7. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

7.1 Coastline is piloting two Non-Instructional Canvas courses

7.2 District is moving from Active Directory to PortalGuard allowing single sign on for all District applications and software. PortalGuard will be in effect December 18

8. ADJOURNMENT

The meeting was adjourned at: 4:40

Documents Distributed:

Next Meeting: November 16, 2017, 4th Floor Conference Room

*Attachment

Committee Mandate: *This committee is responsible for the development and evaluation of a Technology Master Plan. The committee is also responsible for:*

- *The development of long and short range plans and priorities for CCC to facilitate the acquisition and deployment of technology*
- *The review, evaluation and ~~advocacy~~ recommendation ~~for new~~ regarding existing and emerging technologies that will enhance student learning and improve communication and computing technologies at Coastline*