San Diego College of Continuing Education

Technology Committee

MINUTES for Thursday, September 21, 2023   2:00 p.m.   Zoom

Members Present:	Ingrid Greenberg, Jacqueline Sabanos, Tim Saylar, Jessica Luedtke, Michelle Gray, Mary Burns, Johanna Gleason, Carmen Moi, Damella Abbott, Cindy Ybarra, Janet Foster.
Members not Present:	Shakerra Carter, Monica Cueva, Diana Romero.
Guests:	Anthony Vargas
Recorder:	Patricia Lopez

AGENDA

Call to Order 2:03 p.m.

1. Welcome/Introductions

2. Approval of Agenda

DISCUSSION	Mary moved to approve, Jessica Luedtke second. Motion carried.
CONCLUSION	Agenda approved by the Committee

3. Committee Responsibilities

DISCUSSION	- Co-chair Ingrid Greenberg gave an overview of the responsibilities and goals of the Technology Committee stated on the Governance Handbook. - Ingrid Greenberg and VPA Sabanos met before the meeting and discuss a few edits they would like to make for the upcoming revision of the Governance Handbook. - Ingrid Greenberg provided a few suggestions to the Tech Committee meeting responsibilities and goals for the upcoming revision of the handbook. - Dean Luedtke informed them about the timeline and process of the revision of the Governance Handbook.
CONCLUSION	

Old Business

4. Review of Membership

INFORMATION	- Ingrid Greenberg review the membership of the Technology Committee. The tech committee is a popular one and many deans wanted to join the committee. - Ingrid Greenberg and VP Sabanos are suggesting to include two more Deans. One Dean from the Instructional Academic side and a Dean from Student Services. Also, chair and co-chair are suggesting to add the Public Information Officer (PIO) since so much technology and infrastructure is supported by the SDCCE website and SDCCD website.

5. Current Technology Projects

INFORMATION	- VPA Sabanos informed the Committee of the current technology projects taking place at CE. - Administrative Services Office purchased 500 classroom computers to upgrade some classrooms at CE Campuses. Currently Administrative Services is working closely with the Deans to identify the classrooms that need to upgrade. - This year Administrative Services together with the Technology Department have been providing contract faculty with new laptops. VP Sabanos is hoping in the near future laptop

	- computers would be available for faculty adjunct. - CE has four IT consultants working around the different CE campuses. They will be assisting until December 2023. - Dean Michelle Gray suggested to create a list of guidelines for the laptop computers for faculty.
CONCLUSION	
Action Item [Who?]	-Anthony Vargas will be collaborating with Ingrid Greenberg on a centralized list of guidelines for the laptop computers and will be stored in the cloud.

6. SDCCE Technology Plan

INFORMATION	- Last semester the Technology Committee reviewed and approved the SDCCE Technology Plan. President's Cabinet recently suggested a few changes to the plan. - VP Sabanos and Co-chair Ingrid Greenberg discussed and presented the suggested changed to the plan to the members of the Committee. - There was much discussion and suggestions to the SDCCE Technology Plan. - VPA Sabanos and Ingrid Greenberg modify and edit the SDCCE Technology Plan with the help of the Technology Committee members.
CONCLUSION	- Dean Gray Move to approve, Mary Burns second. Motion carried.
Action Item [Who?]	

7. Participatory Governance Technology Committee Document

INFORMATION	- NA
CONCLUSION	
Action Item [Who?]	

8. Calendar Meetings

INFORMATION	- NA
CONCLUSION	
Action Item [Who?]	

9. Adjournment Meeting adjourned at 3:13 p.m.

NEXT MEETING:
Thursday, November 16, 2023. – 3:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**