Technology Committee

MINUTES for Thursday, November 21, 2024   **2:00 p.m.**   **Zoom**

Members Present:	Ingrid Greenberg, Michelle Gray, Letrent Catchings, Anthony Vargas (proxy to Jacqueline Sabanos), Jessica Luedtke, Damella Abbott, Eric Miller, Maureen Rubalcaba, Rodolfo Sanchez, Minoo Pakgohar, Diana Romero, Johanna Gleason.
Members not Present:	Janet Foster, Cindy Ybarra, Rodolfo Sanchez
Guests:	Paul Corigliano
Recorder:	Patricia Lopez

AGENDA

Call to Order 2:02 p.m.

1. Welcome/Introductions

2. Approval of Agenda and Minutes

DISCUSSION	• Johanna Gleason moved to approve November's agenda and Dean Luedtke moved to approve. Agenda was approved by the Committee. • Michelle Gray moved to approved September's minutes and Le Trent Catchings second. Motion carried. Minutes were approved by the Committee.
CONCLUSION	• One more item was added to the agenda, -Paul Corigliano gave updates on the Tech Bar • There was a change in the minutes from Pure to Peer.

3. Technology Plan

DISCUSSION	• The technology plan was discussed, with Ingrid urging members to review it before the next meeting in February. • Dean Jessica Luedtke mentioned that revisions to the shared governance handbook would be postponed to allow for clearer definitions of committee functions.
CONCLUSION	• Patty Lopez will be sending out SDCEE Technology Plan to all members of the Technology Committee after the meeting for their review.

Old Business

4. October is Cybersecurity Month

INFORMATION	• Ingrid Greenberg highlighted October (last month) as Cyber Security Awareness Month and advises against clicking on suspicious emails during the holidays. • There was a suggestion to Invite SDCCD IT leadership to discuss cybersecurity. • Paul Corigliano shared tips on using different passwords for different accounts and the importance of multi-factor authentication to prevent cyber-attacks. • Paul mentioned the use of Dark Trace, spam filtering, and Threat Hunter to protect against cyber threats and emphasizes the need to change passwords regularly.

5. Technology Bar Updates

INFORMATION	• At the Oct. 15th meeting, SDCCE Academic Senate members requested that the Technology

	Bar expand or revise hours to include other campuses: Chavez, WCC, NCC, Miramar.
	• Ingrid Greenberg introduced the Technology Bar subject and its popularity among students and employees, inviting Paul Corigliano to share analytics.
	• Paul presented rough analytics showing the Technology Bar's activity at ECC and Mid City, noting the increase in student visits during the fall semester.
	• Paul highlighted common issues addressed at the Technology Bar, including Wi-Fi connectivity, mobile phone troubleshooting, and setting up MFA applications.
	• The Technology Bar has assisted over 633 students, faculty, and staff, with an average time spent of 40 minutes per student.
	• Ingrid Greenberg and Michelle Gray discussed the potential for expanding the Technology Bar to other campuses, especially during peak times.
	• Diana Romero provided insights into peak periods at Cesar Chavez, suggesting before and after class hours as busy times.
	• Johanna Gleason raised concerns about the availability of the Technology Bar in the evenings at Mid-City, and Paul explains the current staffing schedule.
	• Paul and Michelle Gray discussed the possibility of involving students in supporting the Technology Bar as part of an internship or ambassador program.
CONCLUSION	
Action Item [Who?]	• Determine the peak usage times for the technology bar at Chavez, West City, and other campuses to better align staffing. • Explore the possibility of having student workers support the technology bar services, while addressing any security/liability concerns.

6. Technology Update

INFORMATION	• Diana Romero inquired about access to Adobe for employees, and Paul explains the approval process for software requests. • Michelle Gray asked about using Microsoft Outlook on desktop computers in skills labs, and Paul agreed to check on the availability of licenses. • Ingrid Greenberg discussed the resolution from the Academic Senate regarding equitable access to Microsoft 365 A5 licensing for all faculty, highlighting the financial considerations. • Johanna Gleason emphasized the systemic problem of adjuncts lacking full access to tools, and Anthony Vargas suggested exploring workarounds for specific tasks. • Johanna Gleason and Eric Miller discussed potential workarounds for adjuncts to access and manipulate Excel documents from PeopleSoft. • Ingrid Greenberg proposed a small task force to address the specific needs of adjunct faculty and find solutions for their limitations. • Paul Corigliano and Eric Miller suggested saving files to the hard drive and uploading them to the web version of Excel to bypass desktop app limitations. • The task force will include Ingrid, Johanna, and Eric to explored the issue in more detail and bring back their findings to the next meeting.
CONCLUSION	-
Action Item [Who?]	

7. ACMM Framework to a District Technology Committee Monthly Meeting

INFORMATION	- Ingrid Greenberg informed the committee about the ACMM framework, which is a promising initiative that underscores SDCCE's ongoing commitment to digital equity and

	accessibility. By adopting these measures, SDCCE aims to enhance the educational experience for all students and create a more inclusive community.
CONCLUSION	
Action Item [Who?]	

8. Adjourn & Next Meeting

INFORMATION	- Meeting was adjourned at 2:58 p.m. - The next Technology Meeting will be On Thursday, February 20, 2025.
CONCLUSION	
Action Item [Who?]	

9. Adjournment Meeting adjourned at 2:58 p.m.

NEXT MEETING:
Thursday, February 20, 2025. – 2:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**