SAN DIEGO COLLEGE OF CONTINUING EDUCATION

Technology Committee

MINUTES for Thursday, February 20, 2025   2:00 p.m.   Zoom

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

AGENDA

Call to Order 2:01 p.m.

1. Welcome/Introductions

2. Approval of Agenda and Minutes

DISCUSSION	• Agenda was approved by the Committee. • Damella Abbott moved to approve November's minutes and Michelle Gray seconded. Motion carried. Minutes were approved by the Committee.
CONCLUSION	

3. Resources Requests

DISCUSSION	• VPA Jacqueline Sabanos discussed and reviewed the resource requests with a focus on limited GFU funding and the need for restricted sources.
	• VPA Sabanos reminded the committee that the Administrative Services Office (ASO) intranet is a resourceful way to access the different services provided by ASO.
	• VPA Sabanos reviewed the resource request process and timeline:
	• The Administrative Services Intranet includes the Compendium, which outlines the allowable uses of restricted funding sources.
	• Current Stage in the Timeline:
	   ○ Compilation of the Resource Request Spreadsheet is in progress, with some minor delays.
	   ○ Budget Managers are currently meeting with requesting units to identify alignment with restricted funding sources (e.g., CAEP, SEA).
	• Next Steps:
	   ○ January – March: The President, Deans, and Budget Managers will review the list to determine funding priorities.
	   ○ Faculty Engagement:
	      ▪ Faculty discuss priorities with Program Chairs.
	      ▪ Program Chairs should collaborate with Deans to ensure critical needs are identified.
	      ▪ Deans will use this input during final budget discussions.
	   ○ Requests are routed to the Technology and Safety and Facility Committees; these are reviewed by the committees. The feedback from these committees will be

	compiled into a comprehensive and transparent document for further discussion between Deans and the Vice Presidents. The final review will be conducted by the Vice Presidents and the College President before being presented at the Executive Governance Council for transparency and final decision-making. There always more requests than available funds, making the allocation process competitive.
	o Administrative Services will assess restricted funding sources to determine available funds.
	o A major challenge this year is the absence of PPIS funding, which has been crucial for instructional equipment, especially classroom technology.
	• There was extensive discussion regarding resource requests, emphasizing the importance of providing accurate cost estimates for all submitted items to ensure transparency and informed decision-making.
	• The West City Campus (WCC) and Educational Cultural Complex (ECC) kitchen expansions are both included in the Facilities Master Plan, which outlines long-term infrastructure planning. These projects are under consideration for future bond funding.
	• It was noted that the ECC kitchen currently lacks the capacity to cater events, which poses a significant limitation for students in the culinary arts program. Gaining catering experience is considered a vital part of student training, preparing them for real-world kitchen environments.
	• Concerns were raised regarding access to the faculty and staff lounge at the César Chávez Campus, prompting a discussion about accessibility and usage.
	• Damella Abbott presented a concern regarding the kilns, noting that they appear to have been improperly modified or "rigged." This raises potential safety and liability issues, and further investigation may be necessary to ensure compliance and prevent risk. Immediately after the meeting this was investigated and found to be safe.
CONCLUSION	

Old Business

4. Technology Plan

	• VP Sabanos reminded committee members that one of the key responsibilities of the Technology Committee is to annually review the Technology Plan. She noted that the most recent version of the plan was attached to the calendar invite, and encouraged all members to review it and to be prepared to provide feedback at the next meeting on April 17.
INFORMATION	• VP Sabanos also shared that the college is currently in the process of hiring a new Director of College Technology Services. Applications are under review, and the goal is to have the new Director on board by April, allowing them to actively participate in the review and future implementation of the Technology Plan.

5. MS 365 A5 A1 License for faculty

	• Johanna Gleason brought the item of MS 365 A5 License, it was clarified that Full time faculty receive an A5 license, which includes access to desktop versions of Microsoft Office applications. In contrast, adjunct faculty are assigned A1 licenses, which offers more limited functionality. This discrepancy has created challenges, especially when full-time faculty train adjuncts who don't have access to the same tools.
INFORMATION	• The decision was made to continue assigning A5 licenses to adjuncts only on as-needed basis, primarily due to cost limitations.
	• Eric Miller, Ingrid Greenberg, and Johanna Gleason met to create training materials for adjuncts on how to work effectively withing the limitations of the A1 license.
	o One key issue: adjuncts cannot download or open Excel files directly from PeopleSoft due to license restrictions.

	- The workaround is for faculty to access Excel rosters via OneDrive, where files can be viewed and manipulated within the browser-based application. - Training is underway to help adjuncts become familiar with using OneDrive for opening, editing, and managing documents. - It was noted that campus resources accessibility varies, - Mid-City Campus has desktop versions of Microsoft Office installed, allowing adjuncts to work on-site if needed. - Some campuses do not have access in faculty workrooms or podium computers, which has caused confusion. - Trent noted that there is an ongoing initiative to standardize software availability across all labs and campuses. - Concerns were raised, - Adjuncts teaching online are particularly affected, as they often rely solely on personal devices and don't regularly come to campus. - Some adjuncts struggle with the complexity of browser-based tools like OneDrive, especially when attempting to manipulate spreadsheets or perform mail merges. - The inability to edit downloaded rosters limits instructional planning and communications. - Trent confirmed that the main barrier to expanding A5 licenses is the cost.
CONCLUSION	
Action Item [Who?]	

6. Adjourn & Next Meeting

INFORMATION	- VP Sabanos thanked members for attending and participating in the resource request rankings. - The next meeting will be held on April 17. Members were reminded to review the Technology Plan - Meeting was adjourned at 2:46 p.m. - The next Technology Meeting will be On Thursday, April 17, 2025.
CONCLUSION	
Action Item [Who?]	Members will review the Technology Plan.

9. Adjournment Meeting adjourned at 2:46 p.m.

NEXT MEETING:
Thursday, April 17, 2025. – 2:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**