SAN DIEGO
CONTINUING
EDUCATION

San Diego Continuing Education
Technology Committee Minutes

Thursday, November 15th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 186

	Committee Members	
ATTENDEES/ PROXIES	Jacqueline Sabanos, Co-Chair	Tim Saylar, IT Representative
	Aaron Iffland, Co-Chair	Mary Burns, Faculty, Emeritus
	Edith Quintero, Counselor	Stephanie Thomas, Faculty, ESL
	Absent Committee Members	
	Michelle Fischthal, VPI	David Mudumbi, Associated Students
	J. Luedtke, Dean Inst. Effectiveness	Kathy Hornik, Faculty, DSPS
	Esther Matthew, Dean, Student Services	Anthony Vargas, Supervisory
	Rich McGirr, Classified	
	Committee Guests	
	Will Olmstead	David Holden

Agenda Item #1:   **Call to Order:**

DISCUSSION	● The meeting was called to order by Aaron Iffland at 2:02 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item #2: **Welcome:**

DISCUSSION	● A brief welcome was extended to the members present.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item #3: **Approval of Minutes**

DISCUSSION	● S. Thomas motioned and E. Quintero seconded motion to approve ● Motion carried

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item #4: **Old Business: Update on Scoring Rubric**

DISCUSSION	● J. Sabanos and A. Iffland reported the scoring rubric working group met with the consultant on November 6. The draft scoring rubric from the consultant was presented to the Technology Committee. ● The consensus from the Committee was that a scoring rubric would be developed specifically for the Technology Committee to rank technology

	requests.
	• The committee members also expressed their confusion regarding the scoring rubric draft. Specifically, that the scores of the items were not presented with the rubric.
	• The Committee went through each individual item on the rubric and provided feedback. A. Iffland recorded this feedback. There was much discussion about the effectiveness of the scoring rubric draft provided by the consultant.
	• A. Iffland agreed to post a copy of the scoring rubric for Committee members to comment on. He agreed to transfer the feedback received during the meeting to this copy of the survey as well. He would send out a link to all Committee members, and members could comment on the items and instructions through November 30
	• After November 30, A. Iffland agreed to summarize the scoring rubric feedback and provide recommendations to J. Luedtke and the consultant on behalf of the Technology Committee.
	• It was also suggested to post the Committee's original scoring rubric developed last spring for feedback.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Provide feedback on the consultant's scoring rubric draft and the spring draft of the committee's rubric.	• Tech Committee Members	• November 30, 2018
• Summary and submission of Technology Committee feedback on scoring rubric and instructions delivered to J. Luedtke after November 30.	• A. Iffland	• As soon as possible after November 30, 2018.

Agenda Item #5:   **New Business:**

DISCUSSION	• N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item #6: **Roundtable**

DISCUSSION	● N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item #7: **Next Meeting**

DISCUSSION	● December 13th, 2018 at 2 p.m. to 3 p.m. in room 186

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Agenda Item #8: **Adjournment**

DISCUSSION	● The meeting was adjourned by Aaron Iffland at 3:00 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● None	● N/A	● N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services
Approved on: _____