Technology Committee

MINUTES for Thursday, February 16, 2023   2:00 p.m.   Zoom

Members Present:	Ingrid Greenberg, Roberta Krauss, Jacqueline Sabanos, Mary Burns, Tim Saylar, Jessica Luedtke, Michelle Gray, Mary Burns, Rich McGirr, Shakerra Carter,
Members not Present:	Anthony Vargas
Guests:	
Recorder:	Patricia Lopez

AGENDA

Call to Order 2:03 p.m.

1. Welcome/Introductions

2. Approval of Agenda

CONCLUSION	Agenda approved by the Committee

3. Approval of November 17 Meeting Minutes

DISCUSSION	Minutes were approved by committee members.
CONCLUSION	Approved with minor changes

Old Business

4. Administrative Computer Deployment

INFORMATION	- Tim Saylar updated the committee on the status of the computer deployment around SDCCE. - VPA Sabanos confirmed Administrative Services will be purchasing additional computers. - IT completed an inventory of computers st SDCCE campuses and determined between 3-4 classrooms will be getting new machines at each campus.

5. Campus Wireless Upgrade

INFORMATION	- VPA Sabanos updated the committee on the status of the campus wireless upgrade. Per the Director of IT, Peter Maharaj the expected time of completion for this project is mid to late spring semester. So far SDCCE has completed the wiring and received the network switches as well as the wireless access points. Currently we are installing the network switches around the campuses. SDCCE will be the first institution of SDCCD completing this project.
CONCLUSION	
Action Item [Who?]	

6. Student Email

INFORMATION	- Ingrid Greenberg presented the 2023-02-15 Version Control student outlook - Ingrid Greenberg presented a quick overview of the student email. - Ingrid Greenberg informed the committee as of March 27, the District would start all communications with students through the student email. This to enhance cyber security. By providing students email the District is less likely to be hacked.

	- The use of the student email is voluntary it is not mandatory. - Ingrid Greenberg showed a presentation created by the Academic Senate with job aids to train the students on how to use the email. - Co-chair Greenberg gave a quick overview of the presentation to the Tech Committee. - There was much discussion regarding the student email.
CONCLUSION	
Action Item [Who?]	

7. Draft Job Aids for Student Email

INFORMATION	- Ingrid Greenberg mentioned that the District Tech committee meeting had a discussion regarding the version control and pathway for the job aids. They would like to have the job aids posted in a specific place. There are certain planning and ideas on how to make this work in a effective way as a College and District. - VPA Sabanos thank all faculty involved in the creation of the job aids.
CONCLUSION	
Action Item [Who?]	

8. Annual Integrated Planning Technology Requests

INFORMATION	- VPA Sabanos gave an update of the annual integrated planning technology requests. Jacqueline Sabanos appreciated members of the technology committee for their input on this process. - VPA Sabanos explained to the Tech Committee that the Administrative Services Office will be working on matching each request with the correct funding source.
CONCLUSION	
Action Item [Who?]	

9. Technology Plan

INFORMATION	- VPA Sabanos informed the Tech Committee as well as the District Technology Committee are working on creating a Technology Plan. - Ingrid Greenberg has recently joined the District Technology Committee. - Co-chair of the technology meeting, Ingrid Greenberg Introduced the revised SDCCE Technology Plan. - One of the main goals of the SDCCE Technology plan is to provide the human resources and staffing infrastructure to plan, fund, purchase, inventory, disseminate, maintain, update, repair, and replace technology as needed.
CONCLUSION	
Action Item [Who?]	

8 Roundtable

INFORMATION	
DISCUSSION	
Action Item	

[Who?]	
4. Adjournment Meeting adjourned at 3:05 p.m.	

NEXT MEETING:
Thursday, April 20, 2023. – 3:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**