



San Diego Continuing Education
Technology Committee
Minutes

Thursday, September 20th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 186

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

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Jacqueline Sabanos at 2:03 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #2: Welcome:

DISCUSSION	<ul style="list-style-type: none"> A brief welcome was extended to the members present.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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Agenda Item #3: Approval of Minutes

DISCUSSION	<ul style="list-style-type: none"> • M. Burns motioned and Rachel Rose seconded motion to approve • Motion carried
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #4: Review of Committee Mission and Vision:

DISCUSSION	<ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #5: Old Business:

DISCUSSION	<ul style="list-style-type: none"> • J. Luedtke brought forward an item: The Program Review Committee has discussed and voted to get a consultant to help all committees develop rubrics, revise forms as needed, and provide trainings to the committees so they can score the rubrics in January and early February. From there the committee can move forward to budgeting. <ul style="list-style-type: none"> ▪ The consultant will help to standardized rubrics as well as instructions on how to score them within the correspondent committee. ▪ J. Luedtke suggested to have one or two members of each of the committees and create a work group that can collaborate with the consultant • VPA Sabanos volunteered to serve as a member of the Technology Committee to work with the consultant. We are in need of a second volunteer. • The Program Reviews are due on December 3rd. The Program Review Committee will provide feedback on the reviews in terms of resources, resource request forms; these will go to the Planning Research Institutional Effectiveness office, they will compile the information into a spreadsheet. • J. Luedtke mentioned that the Administrative and Instructional departments have been asked to do an administrative or instructional planning review and a resource request form. • Committees will need to submit only the strategic plan, while Administrative
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	<p>departments and Instructional programs have been asked to submit the review, strategic plan and resource request.</p> <ul style="list-style-type: none"> • Any committees that have plans in the system will only need to update their strategic plans. Jessica understands Technology had a plan in the original strategic plan; therefore the plan is in Campus Labs and needs to be updated. • After the meeting, Aaron Iffland volunteered to serve as a member of the committee to work with the consultant. He will also take responsibility for updating and entering the updated strategic plan in Campus Labs.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Update Technology strategic plan in Campus Labs 	<ul style="list-style-type: none"> • Aaron Iffland 	<ul style="list-style-type: none"> • Monday, December 3, 2018

Agenda Item #6: New Business:

DISCUSSION	<ul style="list-style-type: none"> • VPA Sabanos recalled A. Iffland mentioned the possibility of rescheduling the February meeting earlier in the month to accommodate program reviews. This idea will be discussed next month. • VPA Sabanos enquired about the issues the developed rubrics have to be aware of as we move forward on the preparation. <ul style="list-style-type: none"> ▪ R. Rose recalled part of the rubric’s issues was the scoring and the difficulty to determine the priorities between the programs. ▪ M. Burns stated another issue of the rubric was how to determine who is qualified to discern if equipment is accessible or not. ▪ M. Fischthal commented that we need to find a way to integrate what the institutional priorities are at that moment into the rubrics
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item #7: Roundtable

DISCUSSION	<ul style="list-style-type: none"> • T. Saylor will gather an inventory of desktop computers at SDCE in October
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item #8: Next Meeting

DISCUSSION	<ul style="list-style-type: none">• October 18th, 2018 at 2 p.m. to 3 p.m. in room 186
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A

Agenda Item #9: Adjournment

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by Jacqueline Sabanos at 2:37 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____