



San Diego Continuing Education
Technology Committee
Minutes

Thursday, October 18th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 186

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

Agenda Item #1: Call to Order:

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| DISCUSSION | <ul style="list-style-type: none"> The meeting was called to order by Aaron Iffland at 2:08 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:

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| 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

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| DISCUSSION | <ul style="list-style-type: none"> • E. Quintero motioned and A. Vargas seconded motion to approve • Motion carried |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---------------------|---------------------------|-----------------|
| • None | • N/A | • N/A |

Agenda Item #4: Old Business:

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| DISCUSSION | <ul style="list-style-type: none"> • J. Luedtke informed the consultant will assist and provide trainings to the committee for creating a rubric and scoring them based on this year’s resource request form. During spring, the consultant will revise and provide feedback on each resource request form and rubric. <ul style="list-style-type: none"> ▪ J. Luedtke confirmed that the technology resource request forms as well as the stipulations were already approved previously. • E. Quintero requested clarification on the main purpose of the Technology Committee regarding technology purchases. <ul style="list-style-type: none"> ▪ J. Luedtke clarified that the Technology Committee makes recommendations to the Budget Committee which makes the recommendation to the president who makes the final decision. ▪ The recommendation from the Technology Committee is the prioritization determined from the scored rubric. • PRIE is currently working in Institutional Prioritization guidelines for reference services to know what is high, regular or low priority, e.g. health and safety would be number one. • It was determined that the strategic plan that exists in Campus Labs is for the technology administrative group, not the Technology Committee. • J. Sabanos suggested submitting the rubric together with the technology plan to participatory governance. • The December meeting has been moved to the 13th instead of the 20th and in January 17th most likely the Technology Committee will have all the program review technology requests ready to be score. The Technology Committee will have to meet earlier in February to score all requests and make the prioritization recommendations. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|---------------------|---------------------------|-----------------|
| • N/A | • N/A | • N/A |

Agenda Item #5: New Business:

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| DISCUSSION | <ul style="list-style-type: none">• N/A |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <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 #6: Roundtable

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

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| DISCUSSION | <ul style="list-style-type: none">• November 15th, 2018 at 2 p.m. to 3 p.m. in room 186 |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <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: Adjournment

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| DISCUSSION | <ul style="list-style-type: none">• The meeting was adjourned by Aaron Iffland at 2:38 p.m. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <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: _____