SAN DIEGO CONTINUING EDUCATION

Technology Committee
Minutes

Thursday, December 13th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 186

<table>
<tr><td rowspan="14">ATTENDEES/
PROXIES</td><td colspan="2" align="center">Committee Members</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Jacqueline Sabanos, Co-Chair</td><td>Tim Saylar, IT Representative</td></tr>
<tr><td>Aaron Iffland, Co-Chair</td><td>Mary Burns, Faculty, Emeritus</td></tr>
<tr><td>Edith Quintero, Counselor</td><td>Anthony Vargas, Supervisory</td></tr>
<tr><td>J. Luedtke, Dean Inst. Effectiveness</td><td></td></tr>
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<tr><td colspan="2" align="center">Absent Committee Members</td></tr>
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<tr><td>Michelle Fischthal, VPI</td><td>David Mudumbi, Associated Students</td></tr>
<tr><td>Stephanie Thomas, Faculty, ESL</td><td>Kathy Hornik, Faculty, DSPS</td></tr>
<tr><td>Esther Matthew, Dean, Student Services</td><td></td></tr>
<tr><td>Rich McGirr, Classified</td><td></td></tr>
<tr><td colspan="2" align="center">Committee Guests</td></tr>
<tr><td align="center">Will Olmstead</td><td align="center">David Holden</td></tr>
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Agenda Item #1:   **Call to Order:**

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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/Introductions

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	● E. Quintero Motioned and M. Burns seconded motion to approve ● Motion carried

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

Agenda Item #4:   WIOA II Grant Committee Governance Changes

DISCUSSION	● D. Holden brought forward the approval of WIOA II's new committee

	membership changes by the Technology Committee for approval.
	● There were no objections to the proposed changes. J. Sabanos motioned and M. Burns seconded to approve the change.
	● Motion carried.

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

Agenda Item #5:   **Old Business:**

DISCUSSION	● A. Iffland posted links in the agenda to the scoring rubric and also posted the old scoring rubric for reference for members to provide feedback.
	● A. Iffland made a compilation of observations that encapsulated the concerns of the technology committee members. A. Iffland spoke to J. Luedtke about it and she communicated these concerns to the scoring rubric consultant. A. Iffland went through the new versions of the scoring rubric and associated examples and instructions. It was moved and second to use the new scoring rubric for this cycle. Feedback will be gathered throughout the cycle that will used to improve the rubric and overall scoring process for the next cycle. Motion carried.
	● A. Iffland informed the committee about a Dropbox containing all the resource requests of all committees. Currently there are 176 resource requests for the Technology Committee to review.
	● J. Luedtke office is almost finished with a spreadsheet containing all the information for all resource requests in one spreadsheet. One line for one request.
	● M. Burns questioned where the funding will come from to fund the different resource requests.
	o A. Iffland explained once the Tech Committee ranks the resource requests, according to the shared governance procedures; they will be passed to the Budget Committee and EGC.

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

Agenda Item #6:   **New Business**

DISCUSSION	A. Iffland went through training on Scoring Technology Requests - It was suggested splitting the resource request forms among the Tech Committee members. J. Luedtke and A. Iffland offered help to anyone with questions regarding the scoring resource requests process. - There was discussion on sending the scoring resource requests to the I.T department to see if the requests are viable or not. This could be helpful to the Budget Committee when making a decision. - There were 35 requests from Auto Tech that do not include any justification information. There was discussion on how to proceed with scoring these requests. It was moved and seconded that PRIE would not include the 35 Auto Tech requests in the list of items the Tech Committee will score, and to instead allow PRIE to populate scores manually for each request into the spreadsheet of final scores. Each of the fields will have a score of zero except for the requests that have checked that it is a safety-related item, which will get a score of 25 in that field. Motion carried. - It was moved and seconded to allow A. Iffland to randomly assign the scoring requests to the voting members of committee so that each request will receive an adequate number of scores (a target of 3 per request) with the stipulation that no rater would score requests for departments or groups they are part of. A. Iffland will send out the scoring assignments and instructions to all voting members on January 2. Final scores will be due on January 16 at noon. This will allow compilation by PRIE for review by the Technology Committee at the January 17 meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
● Split the 141 technology resource requests among the Technology Committee Members	● A. Iffland	● January 2, 2019
● Scoring the technology resource requests	● Tech Committee Members	● January 16 , 2019 at noon
● Review the Technology Committee scores	● A. Iffland	● January 17 , 2019

Agenda Item #7:   Roundtable

DISCUSSION	● N/A

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

Agenda Item #8: **Next Meeting**

DISCUSSION	● January 17, 2019 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 3:39 p.m.

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

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