



Santa Monica Community College District
Technology Planning Committee a Sub-Committee of the
District Planning and Advisory Council
MEETING - OCTOBER 7, 2005
MINUTES

A meeting of the Santa Monica Community College Technology Planning Committee (TPC), a Sub-Committee of the District Planning and Advisory Council (DPAC), was held on Friday, **October 7, 2005 at 9:30am**. At Santa Monica College, Library Conference Room 275,1900 Pico Boulevard. Santa Monica, California.

I. Call to Order - 9:35a.m.

II. Members Present

Teri Bernstein
Alan Buckley
Jocelyn Chong
Bob Dammer
Al DeSalles
Brant Looney
Teresita Rodriguez
Howard Stahl
Valente Torrez

DRAFT

Members Absent

Dennis Frisch
Bambang Sugianto

III. Information Item

Report the updated allocation for the Instructional Block Grant for 05-06. Information Services Committee is working on the funding prioritization guidelines and strategy of allocating funding to support Academic technology needs for 05-06. The funding allocation proposal will be sent forward to this Committee in the near future.

IV. Agenda

- A. Reviewed and approved September 9, 2005 meeting minutes
- B. DPAC support the proposed recommendations of the SMC Website redesign project. The recommendation has been recommended to the Interim President of the College. DPAC Congratulates and acknowledges the TPC members for the time and effort contribute to the planning process.
- C. The Committee discussed the necessity to develop institutional Information Security Guidelines and procedures. It is crucial to bring the security awareness up in the SMC community. The plan will include user training of handling sensitive data and reports. Each department will develop its own departmental procedures whenever applicable to comply with the campus-wide security guidelines. The Committee will start the effort to outline a table of content to include all aspects of information security issues that need to be addressed. Teresita will provide the FERPA definition and SMC internal practice guidelines. Jocelyn will post a

working draft that was based on an Information Security template developed by another college. The rest of the committee members will research and provide suggestion of using other security templates or provide input on enhancing the current draft.

D. There is limited funding resource to support administrative workstations replacement needs. These needs were addressed partially by the combination of some grants and cascaded computers. The priority is to replace computers that are below IT supported hardware configuration, and ideally the replacement cascaded computers are at an adequate performance level for at least another three years.

IV. TPC Meetings schedule, through December 2005

November 4
December 2

V. Adjournment - 11:00a.m.