



MEETING MINUTES

**Technology Planning Committee: a Sub-Committee
of the District Planning and Advisory Council**

**Friday, October 21, 2016, 10:30AM-12:00PM in
Information Technology Conference Room M207**

2016-2017 Members: Walter Meyer (Co-Chair), Dan Rojas (Co-Chair), Bob Myers, Rupinder Bhatia, Stephanie Schlatter, Jinan Darwiche, Tom Peters, Peter Morse, Christine Miller, Mohamad Fakhri, Paul Trautwein and Walther Perez (AS Student Rep).

I. Call to order - 10:36 am Present: Walter, Dan, Bob, Rupinder, Stephanie, Jinan, Peter, Mohamad, Paul, Walther, Regina Ip, Don Girard, Daniel Kaitel (ICC), Jorge Sandoval (AS).

II. Approve TPC meeting minutes from 9/16/2016 Approved with corrections. Peter moves, Daniel seconded, unanimous 10:39

III. Announcements: (ISC, DE, Student (AS), Classified, Managers, other)

ISC: Jinan announced that an open educational resources grant was applied for and received for \$50,000. ISC will be working with Academic Computing, the bookstore and Jennifer Merlic to incorporate into mProfessor.

DE: Canvas: Walter requested that adjustments be made so that instructors can look up who has requested accommodations for their courses electronically to accommodate for the fact that Canvas does not automate student accommodations as did eCollege.

Stephanie S: investigating software options such as Clockworks, SAM or AIMS for DSPS.

Note: Faculty using canvas, are not receiving accommodation notification for students that are added.

Note: Faculty should add a clause to their syllabus requesting that the student email their DSPS counselor if that student needs accommodations. Regina noted that Canvas will replace Faculty 101.

Classified: Citrix platform not performing properly in a multi Mac environment. Dan R to check what can be done.

Students: Conference mics are in, working on monitors to put around campus. Researching a laptop borrowing program for students. Extending Scantron & bluebook programs to Black Collegians & Adelante students.

Mangers:

Rupinder: MIS started the upgrade of Oracle middleware project. All WebISIS forms & reports to be upgraded to newest version, aggressive goal to be finished by end December 2016. Looking for collaboration in November to edit existing forms & reports and to test them in WebISIS, Corsair Connect and mProfessor. Oracle database project will then begin in Spring 2017.

Dan R: Moving from HP servers to Linux. Linux will allow the college to run the

latest versions of Firefox, chrome and edge. Works very well in a virtual environment, and has greater reliability. Also in the process of updating SharePoint Software. Working with Paul and Regina. Website will be accessible, but cannot be edited during a scheduled freeze, date TBD. Projected goal is to be complete with both projects by December 2016. State identified SMC as a heavy user, and approved 10 gigabyte access. We currently have 2 gigabyte.

Next meeting, new business agenda item, to discuss TPC goal # 2: Promote greater mobile availability. Include discussion of current wireless accessibility and future enhancements.

IV. Reports: none

V. Old Business:

a. Information Security Awareness Month (October): Item to be removed and included in new business: College Policy for Security.

VI. New Business:

- a. Evaluate our 15/16 and then create our 16/17 version of vision, goals and recommendations to send to DPAC:** Keep TPC Goals for 15-16 with the following revisions: Remove line #4, add a line for (cyber) security, add a line regarding proctoring, and clarified that line #7 includes hardware, software and staff.
- b. College Policy for Security:** Security and awareness: promote enhanced information security and to institutionalize security awareness. Walter and Jinan to draft a statement with Bob Myers assistance. Noted that SMC is entering into contract with Proctorio for online proctoring.
- c. New Items Discussed:** To re-introduce yearly tech conference on campus, and identify other technology enthusiasts among faculty, staff and students. Suggestion made for series of tech talks through Kiersten in addition.

VII. Adjournment: Jinan moves, Walther seconded. Meeting adjourned at 12:06

Next Meeting: 11/18/16 Dates for 16/17 academic year: 9/16/16, 10/21/16, 11/18/16, 12/16/16, 1/20/17, **2/24/17**, 3/17/17, 4/21/17, 5/19/17, **6/9/17**

All meetings are the third Friday of the month unless in bold. 2/24/17 is the first week of Spring and 6/16/17 is after graduation.
