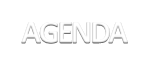


# GROSSMONT COLLEGE

**Technology Committee October 28, 2019**

**11:00 a.m. – 12:30 p.m.**

**DE Room, 70-066**



**Minutes**

**Purpose:** The Technology Committee identifies, prioritizes and advocates for the College’s technology needs and services. It makes recommendations to the College Council for the strategic direction and implementation of technology priorities. These recommendations address technology policies and procedures, prioritization of technology requests from annual unit plans\*, infrastructure requirements for existing programs, and projected needs of the college for the future. The committee will ensure that its recommendations are consistent with the objectives established in the Technology Plan, Strategic Plan, Educational Master Plan and other supporting plans (Human Resources, Facilities, etc.). In addition, the Technology Committee maintains currency in relation to technology changes and information from

industry, the District and the State Chancellor’s Office.

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| **CO-CHAIRS** | **ASGC** | **ADVISORY** |
| * Eric Klein, Co-Chair | * Open | * Michael Reese |
| * Michael Stewart, Faculty Co-Chair | * Open | * Marsha Gable |
|  |  | * Bill McGreevy |
|  |  | * Asma AbuShadi |
|  |  | * John Stephens |
|  |  | * Sang Bai |

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| **ACADEMIC SENATE** | **CLASSIFIED SENATE** | **ADMINISTRATORS’ ASSOCIATION** |
| * Michael Lines | * Dawn Heuft | * Michael Copenhaver |
| * Michael Stewart | * Pat Murray | * Loren Holmquist |

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| **EX-OFFICIO** | **RECORDER** | **GUESTS** |
| * Courtney Williams | * Michele Martens | Catherine Webb |
| * Janet Gelb |  | Natalie Ray |
| * Aaron Starck |  | Jacob Angelo |
| * Dave Steinmetz |  |  |
| * Carl Fielden |  |  |

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| **ROUTINE BUSINESS** | |
| 1. Welcome | Introductions were done. |
| 2. Open Comment | None. |
| 3. Additions/Deletions to  Agenda | None. |
| 4. Approve Meeting Notes | Vote to approve meeting notes from September 23, 2019--Passed.  Vote to approve updated meeting notes from May 13, 2019—Passed. |

**2 |** P a g e

T e c h n o l o g y C o m m i t t e e

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| **NEW BUSINESS** | |
| 5. Annual Unit Plan (AUP) | Catherine Webb, the Dean of College Planning and Institutional Effectiveness (CPIE), shared the new Annual Unit Plan (AUP) process. She mentioned the new process will fold into committee work and project/equipment prioritizations. Catherine displayed and distributed a generic AUP template. The new AUP will be a bridge that will help with Program Reviews that are done every 3-6 years. The AUP will look at goals, outcomes, quantitative and qualitative data review and analysis, etc. Annually, each program/unit will document the progress of their goals, and look forward to the next year.  In the past, there was an annual process that was done in TracDat where data could be extracted and shared with various groups. Improvements were needed to ensure each unit was doing the same type of planning and documenting. The new AUP document will also contain appropriate request forms like the Technology Request Form, Classified Staffing Request Form, etc. It is Section 5 of the AUP form that identifies what resources and committees will need to be looped in. If a Technology Request is needed, the AUP will come with the completed Technology Request Form and this ensures the Technology Committee will have the requesting unit’s story/rationale for the requested technology. This will help the prioritization process for the various committees and it will alleviate the duplication of requests from departments. In other words, this will help identify similar requests from different departments for the same technology. For example, if three different departments are requesting the same piece of software, we may be able to get group discount for the software. Catherine mentioned that her office will do all the compiling of forms and communicate out to the various departments and affected committees. The CPIE office will be the repository of all the documents. Eventually this repository online and anyone will be able to view. In the interim, the AUP forms will be emailed with a cc the deans, committee chairs, etc. Also, a presentation will be done at College Council and the AUP Council/Committee. The first year will be on paper with cc to necessary parties. Asma wanted to know if Catherine considered online forms that will populate automatically and may help with tracking and automation. Asma and Catherine will talk offline about options.  Since most technology requests will come with the AUP document, we may want to revamp the Technology Request Form so that we do not ask for duplicate information. Catherine said the goal is to have all AUPs done in October and the various committees can rank the requests from October through first of year. While we may not be able to fund all the requests submitted, we need to compile and rank all requests in order to be ready when monies doe become available. This will eliminate the practice to spend unexpected funds on anything we can just so we don’t leave it on the table. We will now have a priority list in place when funding suddenly becomes available.  The Committee asked about off-cycle requests, or those requests that come after one AUP cycle has passed and the next has not begun. Catherine is not sure how this type of off-cycle request will work. We are still working out the kinks for our new governance structure and we will continue to work on the process and integrating the new AUP procedures. For now, we are in a beta testing state and we will fine tune as we go. Eventually, the AUP will move from the Word doc format into an electronic format, perhaps TracDat. The short term goal during our beta testing is to have all the AUP requests submitted to the CPIE office by the end of the Fall semester. When asked if there are any non-traditional departments/units that should not submit an AUP, Catherine said no. The new AUP is designed to encompass all non-traditional departments and/or units. As far as training on the new AUP process, Catherine mentioned there are resources available on the CPIE site that will help users complete the form.  We will need to have deeper conversations about the nitty gritty and people requesting technology off-cycle. Catherine may be available to come to our November meeting to discuss how the AUP and the Technology Committee will work together to effectively meet the technology needs of the campus. |
| 6. Technology Request | Natalie Ray, the Chair of the Student Services Program Review Committee, would like to see us working proactively, solving problems and looking for trends before they become an issue. She would like to see resources pooled between disparate departments that don’t even know the other is using the same software or dealing with similar issues. The AUP may be helpful in this area, but we need to consider other ways we can communicate widely and come up with solutions ahead of the issues. Many departments/units don’t even know there is technology available that may help solve some of their dilemmas and needs. For example, Student Services recently went through program review and learned some large lessons about commonalities and the benefit of other departments knowing what is going on across campus. Natalie agreed that along with the AUP, we need to have a process in place to address the urgent needs that arise outside the AUP window. Natalie would like to see a process that runs efficiently and in a timely manner. |
| 7. Scoring Biology Request | We received 8 responses out of 12 and, according to the rule, we need 9 out of 12 for 75%. However, does this mean 75% of those who voted need to pass the request? Or do we need 75% of the voting members to cast their vote in order to make a recommendation? Do all Technology Requests move forward with the scores or do we only forward on the ones we believe should be approved? Pat Murray shared that she is concerned about the ineffective and unknown entity that is the Technology Committee. We seem to be floundering, an attribute that has carried over from the old TTLC (Technology for Teaching & Learning) days. Michael Lines suggested a presentation be given at the next Professional Development week that outlines the how all the governance committees relate to and work with one another. It seems that most, if not all, new committees are experiencing growing pains, and the Technology Committee is no different. |
| 8. Discuss Rubric in Action | Not addressed. |

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| **COMMITTEE REPORTS** | |
| 9. | n/a |

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| **DISCUSSION ON PREVIOUS AGENDA ITEMS** | |
| 10. Continue Editing Request  Form | Pushed to next meeting. |
| 11. Biology request | Some questions were raised about the Technology Request process itself.  \*Do we recommend alternate products when able or simply approve or not approve requests as is?  \*Do we make any notes or recommendations if the money tied to the request looks too high, too low, or coming from the wrong funding source?  \* Should Jacob, the Instructional Technology Director, vet the product before the department fills out the Technology Request?  Loren Holmquist shared that the Facilities Committee does make alternate recommendations as to the product and cost. This is done through their Director’s Report. Asma said that inputting a ticket in Remedy Force may be a good way to vet requested products before the requestor does all the paperwork. Perhaps Jacob can use Remedy Force to vet the products. We should know ahead of time if the request is even something viable. Also, District IT may need to be looped in, and Jacob would know this. The goal is to have an intake form online to manage the Technology Requests. Jacob said he has a form that can be used for this purpose; it will be ready soon.  When a Tech Request is approved, it was suggested that our committee send along a paragraph that outlines why/how this request was approved.  As for the Biology Tech Request, we will send it on to College Council with the understanding that if we learn of a reason this will not work, we have the option to rescind our recommendation and ask College Council to return the form to us. Eric and/or Michael Stewart will reach out to the Biology requestor and let them know of these conditions. |

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| **FOR CONSENSUS** | |
| 12. Rubric | Not addressed. |
| 13. Scoring of Biology | Passed. |

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| **FOLLOW-UP** | | |
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| **Who** | **Item** | **Timeline** |
| Eric and/or Michael Stewart | Let the Biology Tech Requestor know we have sent their request forward, with the conditions listed above. | ASAP |
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**WORK AHEAD**

* **Announcements**
* **Preparations for future meetings**

**NEXT MEETING: November 25, 2019**