



**Technology Committee**

**September 26, 2022**

**11:00 a.m. – 12:30 p.m.**

**HYBRID MEETING**

**College Conference Room, 10-106**

**or**

<https://zoom.us/j/96145011900>

**Notes**

**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.

**Technology Committee**

CO-CHAIRS	ASGC	ADVISORY
<input checked="" type="checkbox"/> Tate Hurvitz	<input type="checkbox"/> Sara Laila	<input type="checkbox"/> Marshall T. Fulbright III
<input checked="" type="checkbox"/> Bryan Lam	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Andy Timm
		<input type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Sang Bai
		<input checked="" type="checkbox"/> John Stephens

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Nicholas Gekakis	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Jacob Angelo
<input checked="" type="checkbox"/> Jessica Owens	<input checked="" type="checkbox"/> Kelly Jackson	<input checked="" type="checkbox"/> Denise Robertson

EX-OFFICIO	RECORDER	GUESTS
<input type="checkbox"/> Courtney Williams	<input checked="" type="checkbox"/> Michele Martens	
<input checked="" type="checkbox"/> Dave Dillon		
<input type="checkbox"/> Aaron Starck		
<input checked="" type="checkbox"/> Dave Steinmetz		
<input checked="" type="checkbox"/> Carl Fielden		

**Routine Business**

1. Welcome	Done.
2. Open Comment	None.
3. Additions/Deletions to Agenda	None.
4. Approve Meeting Notes of August 22, 2022	Approved.

**New Business**

5. Report Out and Discuss Districtwide Tech Forum (9/23/22) (10 mins)	<p>Nick appreciated that a common thread running through the Districtwide Technology Forum was equity. Tate agreed.</p> <p>Carl enjoyed the forum, and he believes this type of shared effort will lead to a very successful updated GC Technology Plan. He was also pleased that accessibility was addressed as well. Carl added that he would like to see key departments like Purchasing and Budgeting involved as well.</p> <p>Denise appreciated the diversity of attendees and ideas. It was a successful forum wherein many shared their thoughts about a “dream” technology plan.</p> <p>Dave Dillon agreed with his colleagues and thought the forum was well organized. He appreciated the virtual attendance option. He is hopeful that the work will continue after the forum. It is important to keep all sites apprised of technology changes including processes, procedures, and modifications. Closing the loops and keeping all parties up-to-date is also key.</p>
6. Discuss Core Values and Guiding Principles (20 mins)	<p>Tate shared that half of August’s homework overlapped with what we learned at the Technology Forum, especially the ideas related to core values and guiding principles.</p> <p>Tate displayed the homework page in the Canvas shell and discussed the guiding principles listed there. He mentioned that there will be overlap with Cuyamaca’s and the District’s guiding principles.</p> <p>John mentioned that it will be important that, as we move forward and technology changes, we modify our procedures to fit our technology, not the other way around. Carl agreed and he would like to see our procedures use descriptors such as universally accessible, reliable, standardized, equitable, integrated, etc.</p> <p>Tate mentioned that we (GC, CC, District) must be flexible as we all work to develop our technology plans; we are an integrated system that shares many pieces of technology. When sites want different technology, we must make decisions based on what will be best for our students.</p> <p>Tate summarized that we have some overarching ideas/tenets or “buckets,” like accessibility/universal design; sustainability; equitable/student centered.</p> <p>Jacob commented on the process and our alignment across the district. He would like to see foundational/basic upgrades treated differently as far as prioritization is concerned. John mentioned that adding currency, or keeping up to date, to our guiding principles would help ameliorate Jacob’s concerns. Our infrastructure must be kept current.</p>

7. Technology Plan Template (25 mins)	<p>We need to develop our section headings to begin working on an updated Technology Plan.</p> <p>The current headings include:</p> <ol style="list-style-type: none"> <li>1. Strategic Plan Development Process</li> <li>2. Core Values/Guiding Principles</li> <li>3. Goals</li> <li>4. Alignment of Tech Plan with College-wide Strategic Plan Goals.</li> </ol> <p>Tate displayed the homework Canvas page and noted that there were some common tenets in the template section of the homework. These include timeline, define technology, and prioritization process. Jessica mentioned that outlining what technology is not, would be helpful.</p> <p>Kelly asked if feasibility is considered with Technology Requests. Jacob mentioned the request does ask for ongoing costs, necessary resources, staff implications, etc. Jacob went on to say that he and Tate have been discussing a more involved feasibility process in the future to include information such as who will be trained to use this technology, who will do the training, who will be responsible for managing this new technology moving forward?</p> <p>Tate asked if there is anything that should be added to the four headings mentioned above. John suggested we add a heading that addresses where the funds will come from, but Tate said costs are outside our scope of responsibility.</p>
8. Homework (10 mins)	Tate discussed the September homework page and mentioned teams will be formed to work on one or two sections of the template. These teams will meet outside our Tech Committee meeting before the October meeting.
9. Create Work Teams (5 mins)	The homework is not labor intensive and can be in the form of bullet points. Each team will meet and discuss some broad content into a shared document for each of the sections of the plan template they have been assigned. There are four teams that can be found on the homework page of the Canvas shell.
10. Review Our Timeline (5 mins)	Our goal is to have an approved Technology Plan by May 2023, so staying on task is very important.

### Committee & Monthly Reports

11. Instructional Technology Updates (2 mins)	None given.
12. Technology Updates from Other Areas (3 mins)	None.
13. What Will You Report Back to Your Constituent Group? (10 mins)	Not completed.

## WORK AHEAD

- Announcements
- Preparations for future meeting:

**NEXT MEETING: October 24, 2022**