2015-2016 Members: Christine Miller, Peter Morse, Deirdre Weaver, Tom Peters, Walter Meyer (Co-Chair), Dan Rojas, (Co-Chair), Bob Myers, Kevin Menton, Jinan Darwiche, Robert Villanueva, Regina Ip, and Dilan Patel (AS Student)

I. **Call to order 10:30am-** Present: Christine Miller, Tom Peters, Walter Meyer, Dan Rojas, Peter Morse, Jinan Darwiche, Robert Villanueva, and Regina IP.

II. **Approve TPC meeting minutes from 07/24/2015**- Minutes from 07/24/2015 approved by all except Jinan (abstained) & minutes from 09/18/2015 approved unanimously at 10:35 Tom Peters moved, seconded by Christine Miller.

III. **Action Items:**

a. Adopt Meeting Schedule- 9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/18, **4/22**, 5/20. **6/10**. Walter explained that he and Lee Johnston came up with the schedule with the meetings scheduled on the third of each month. The bolded dates coincide with spring break and finals so they were changed as shown. Schedule approved at 10:42 a.m. unanimously- moved by Jinan Darwiche and Seconded by Dan Rojas.

IV. **Announcements: (ISC, DE, Student (AS), Classified, Managers,**

other)

Jinan on ISC: Ellen Cutler and Maria Erickson presented options for lecture captioning (and capturing). ISC aims at creating a best practices document for creating videos, and hope to put forth one or two vendors that the college will approve so faculty can use those vendors to create videos and caption them. ISC would like to work with Regina on the faculty homepages.

Christine on DE: Canvas recommendation is moving forward to AS voting next Tuesday. There was a demo on the product and the audience was happy with it.

AS Representative absent – no report.

Regina on Classified: SMC is hiring a web services specialist. Looking for Interviewers on the 27th.

Dan on Managers: Info services new servers platform with 16 times more

capacity to affect web servers, and ISIS. Migration to new platform to start in November and end around January 2016. Minimum interruption is expected.

V.   Reports: None

VI.   Old Business:

a. Annual Technology Objectives

Walter pointed to the TPC Objectives and Plan and stated that we set broad goals and outcomes. We start with specific goals then create timelines for them. The document could be adopted for 1, 2-3, 3-5 and more than 5 years to ensure continuity.

On the College conversation topic (number one goal), Walter wants to have an activity on Flex Day to allow faculty and staff to participate. Robert mentioned that staff could also use technical training on the many tools available. Walter moved to approve, Tom seconds, approved unanimously at 11:01 a.m.

Walter also discussed a January summit to allow all faculty and staff and AS students to attend. Date: TBD.

On Department, program and faculty webpages topic (number two goal), currently there is no policy.

Walter asked Regina if she wants to create a sub committee to help with the new SMC website. Regina agreed and said we will create a sub committee next meeting. Tom asked to be n such sub committee to ensure accessibility policy that is not platform dependent. Dan is concerned that TPC cannot create policies. Walter said that we need to have a set of guidelines as part of our future recommendations throughout the year. Robert asked about classified department homepages.

Peter clarified that our committee gets the conversation going on what TPC can and cannot do.

On the Improve department /Program pages: Regina to develop a how-to guide. Questions to be addressed: what if a program wants to exist independent of their department website. How to improve program web pages, for example, how to get an alias.
Regina clarified that the current SMC website platform is not changing at this time. Just needs to improve.

On the Improve Faculty pages, Walter emphasized the need to auto-populate pages with faculty info, office hours, teaching schedule, etc.
Peter said there is (should be) a contact person for each department as a Technology liaison who is responsible for the department pages updates who gets a $500 stipend/semester.

Walter used 2014-2015 objectives to clarify that objectives can be specific, as do timelines. So we can set an objective and a timeline as another objective.

Dan would like time to think about the goals.
Walter will use the goals above (two) to create policies and put forward a recommendation to DPAC.

On BOYD topic (number three goal)
On expanding Network, Dan asked for feedback on where access points are weak.
Dan on heat-maps: are possible, and they have a list of all the access points (available now) but not to exact location.
Walter said this could be used to expand and plan for future.

VII.   New Business:

a. 3D Printing technology on Campus - Moved to next meeting.

VIII.   Adjournment:

Moved by Jinan Darwiche and seconded by Peter Morse. Meeting adjourned at 12:09 p.m.

Next Meeting: November 20th, 2015

All meetings are the third Friday of the month unless in bold. 4/22 because the previous week is Spring Break and 6/10 because 6/17 is a campus closed day.
9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/18, **4/22**, 5/20. **6/10**