



## **MEETING MINUTES**

**Technology Planning Committee: a Sub-Committee  
of the District Planning and Advisory Council  
Fri, November 20th, 2015, 10:30AM-12:00PM in  
Information Technology Conference Room M207**

**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, Walter Meyer, Dan Rojas, Jinan Darwiche, Regina IP, Bob Myers and Tom Peters

**II. Approve TPC meeting minutes from / /2015-** Minutes from 10/16/2015 approved unanimously at 10:39 Jinan Darwiche moved, seconded by Christine Miller.

**III. Action Items:**

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

Jinan on ISC: ISC discussed Best practices and video practices workshop tool available for captioning. Proposal from ISC move to Wordpress. Bob Myers voiced concerns about platform vulnerabilities. Questions about development costs and resources required to integrate systems and resources into a new platform were asked. Faculty have expressed need to have faculty website upgraded and some are in need of instructions how to create web pages. Some pages contain outdated content creating an embarrassing presence for the college and the problem can no longer be swept under the rug. Use of 3cMedia educational tools are available.

Christine on DE: Canvas contract was signed by college.

AS Representative absent – no report.

Regina on Web staffing: Two applications were being considered for position of Webservices Co-ordinator.

Dan on Managers: IT coordinating data center move for near future.

## **V. Reports: None**

## **VI. Old Business:**

### a. Annual Technology Objectives

-Discussion of Tech Summit January 22nd Friday 9am to 3pm lunch included. Anticipated attendees 50-75. Goal of tech summit to solicit feedback from campus community regarding technology needs also express and expand campus Technology Vision. Idea to issue campus survey prior to technology summit and find to needs to discuss further at summit. Post working excel document to tpc site with technology areas most needed improvement. Additional goals to incite wider campus involvement. Suggestion to have a technology day each semester.

Vote to seek presidential support from Jeff Shimizu to host January Tech Summit.

Discussion of beneficial services that could be incorporated by single sign-on in to one portal view. Items included were:

Auto-populate course information

Canvas integration to ISIS

Spring course shells

Payroll deductions

Eliminate IT Systems scheduling by green bar and IT create online integrated scheduling process for Jenny Merlic.

HR component Integrations

Corsair Connect

Create Simple lecture capture for events and lectures. Possible solutions mentioned were, Echo 360, and Camtasia-Studio Suite for simplified editing.

b. TPC supports 3D printing on campus but it is up to the individual departments to determine needed 3D resources.

## **VII. New Business:**

a. Web sub-committee formed to structure recommendations improvement

b. Tech summit continuation

## **VIII. Adjournment:**

Moved by Jinan Darwiche and seconded by ???. 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**