



## MEETING MINUTES

**Technology Planning Committee: a Sub-Committee of the District Planning and Advisory Council**  
**Fri, November 18, 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 Fakh, Paul Trautwein, Daniel Kaitel (AS Student Rep) and Walther Perez (AS Student Rep).**

- I. **Call to order – 10:30 am** Present: Walter, Dan, Bob, Rupinder, Stephanie, Jinan, Tom, Christine, Daniel, Walther, Jorge Sandoval
- II. **Approve TPC meeting minutes from 10/21/2016 - 10:32 am:** Walther motioned, Bob seconded.
- III. **Announcements:** (ISC, DE, Student (AS), Classified, Managers, other)  
**ISC:** Jinan
  - Tentative joint meeting with ISC & DE to discuss instructional related needs scheduled for Friday, January 27<sup>th</sup>. Room and time to be confirmed. All are welcome including students.
  - Technology survey went out to "Faculty All". Reminder email to be sent Tuesday November 22<sup>nd</sup>. Responses due Wednesday, November 23<sup>rd</sup>, 2016.
  - Update on OER, open education resource, grant mentioned in Oct 21 minutes. OER information web page can be found under Academic Senate. This is a zero cost degree offered by the state. Discussed the need for Office 365 site license, as students should be paying zero for on line books and no cost to them to access.**DE:** Christine
  - Canvas update: Getting ready for January launch
    - o Final 12 instructors will be trained in winter
    - o Was able to secure 3 mentors for Spring and possible winter option
    - o Winter and spring training sessions already posted and available for RSVP
    - o Discussion: to add Advanced Features as one of the canvas central topics**Student (AS):** Walther
  - November 29<sup>th</sup> on the quad, there will be an event in support of students with immigration lawyers and psychologists/ counselors.
  - Monitor boards for around campus still in works**Student (ICC):** Daniel
  - Working on an electronic voting system , asking for suggestions**Classified:** no report  
**Managers:** Rupinder
  - Oracle forms & reports upgrade still on target end December to go live. On

site consultant was in last week. This week MIS was actively testing. Next week begin testing outside of MIS

- Compass, the college math assessment company, is going out of business next week. State CCC Assess is not ready yet. Accuplacer is already being used for English, and was chosen to replace Compass for math assessments.
- CCC Apply is progressing, hope to be live sometime December.
- All systems require single sign on.

**Managers:** Dan

- New single sign on will roll out January 1<sup>st</sup>. Working with Shibboleth. Landing page will be same for faculty and students. Will authenticate people for any CCC, ServiceNow, EverFi and other applications. Faculty email will remain a separate log in.
- Sidewalk Pro, new application for the bookstore. Service for faculty to set up books. Students may walk away from buying books.
- TPC to begin to give reports to Management Association and bring concerns back to the TPC.

IV. **Reports:** none

V. **Old Business:**

a. Continued Discussion and Evaluation of TPC Goals and Recommendations for 2016-2017: Review of items:

1. Walter to set up a time to speak with Teresita Rodriguez & Rupinder for endorsement of technology day. Keep language, Walter Meyer to draft additional language.
2. Change recommendation to "We recommend easily found instructions to connect to non SMC devices along with best practices documents that may cover security issues and recommended devices".
3. No changes
4. Change wording; Remove: enhanced , replace with : promote
5. Include a list of programs / applications that can use single sign on and those that cannot. Be sure that those that cannot use single sign on have the appropriate links. Noted that this is more of a "task" than a recommendation.
6. Will address at next meeting
7. Recommendation should include hardware, software and staff. Noted that DPAC strategic plan already has technology infrastructure included.
8. Will address at next meeting

Please express any concerns with the language to Walter and Dan. Please cc Dagmar

VI. **New Business:**

a. None

VII. **Adjournment - 12:00:** Walter motion to adjourn, Daniel seconded

**Next Meeting: 12/16/16** Remaining Dates for 16/17 academic year: 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.