



MEETING MINUTES

**Technology Planning Committee: a Sub-Committee
of the District Planning and Advisory Council
Fri, October 20, 2017, 10:30AM-12:00PM in
M207, Information Technology building**

2017-2018 Members:

Walter Meyer (Co-Chair), Dan Rojas (Co-Chair), Melissa Akkaya (Inter-Club Council, Vice Chair), Natasha Dran (AS Student Rep), Marc Drescher, Regina Ip, Rafi Karpinski, Jialing Li (AS Interim Dir of Instructional Support), Angelina Misaghi, Tom Peters, Peter Morse, Christine Miller, Stephanie Schlatter, and Paul Trautwein

- I. **Call to order – 10:32:** Present: Walter, Dan, Natasha, Marc, Regina, Rafi, Angie, Christine, and Paul. Bob Myers as interested party.
- II. **Approve TPC meeting minutes from 9/15/2017 – 10:38:** as amended:
Walter motioned, Angelina seconded, unanimous
- III. **Announcements:** (ISC, DE, Student (AS), Classified, Managers, other)
ISC: Angelina
 - Committee now filled, began working on a set of goals.**DE:** Christine
 - Clare Battista is the new chair, first meeting was Oct 19th**Associated Students:** No report
CSEA: No report
Managers: Dan
 - Management Association discussed budget, ways to operate leanly and efficiently in a downturn. Need to take action now to improve next year.
 - Currently IT type projects are put through without IT approval. Suggest service catalog for programs purchased.Marc:
 - Review of IT Intranet , and how other departments could use this / aid in efficiency and knowledge
 - Review of ITHelp@smc.edu, perhaps as a model that will eventually expand to campus
 - Computer labs & staff should still assist people that come in, and not write up incident tickets. Encourage people to use ITHelp in the future.
 - Working on SLA: Service Level Agreement
 - Discussion regarding Office 365 online in January 2018. Begin to look for a test group. Still need to get smc.edu domains, figure out how students can get access as well as how to link or update link to canvas.
 - DPAC goal for Marc, to write up an IT 5 year master plan. Possible grant

monies available for a consultant with an external view to assist.

- IV. **Reports:** Hand out of Transformative Technology Planning Day Distillations
- Transformative Technology is part of the accreditation. TPC to collaborate with Marc Drescher to drive this.
 - Need to choose one of these topics to tackle for Spring 2018 TTP event planning
 - Reminder that our TPC members are supposed to give feedback from their constituents.

V. **Old Business:**

- a. **Cybersecurity:** Remains on the agenda
 - a. Model syllabus :recommend short focused statement with links to
 - b. On line training or questionnaire: Should be implemented quickly, do not wait for perfect product. Review Keenan & Associates version on the Human Resources Page
- b. **Faculty Homepage:** Remains on the agenda
 - a. Still need list of what information is easy to pull
 - b. Staged server vs webserver, looking for simple easy solution for now, build up later.
 - c. IT to send out an email, and remove old pages.

VII. **New Business:**

- a. **Goals and Recommendations for 17/18:** remains on the agenda
 - a. Review TPC 16/17 goals and merge with Transformative Technology Planning Day Distillations.

VIII. **Adjournment - 12:03:** Christine motioned, Angelina seconded

Next Meeting: 11/17/17. To be held in Room M207/ IT Media building

TPC Meetings are held the third Friday of the month unless in bold: 11/17/17, 12/15/17, 1/19/18, **2/23/18*** spring semester begins Feb 12th, 2018, 3/16/18, 4/20/18, 5/18/18, **6/8/18*** graduation is June 13, 2018

Minutes approved 11/17/17