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, Melissa, Natasha, Marc, Regina, Rafi, Tom, Peter, Christine, Stephanie and Paul.

II. **Approve TPC meeting minutes from 10/20/2017 – 10:35**: Dan motioned, Christine seconded, unanimous

III. **Announcements:** (ISC, DE, Student (AS), Classified, Managers, other)
   ISC: Angelina via email: no report
   DE: Christine: item moved to new business
   Associated Students: Developing a textbook exchange program, might need software support for tracking.
   CSEA: No report
   Managers:
   Stephanie:
   - November 28th, all day training by Gaeir Dietrich: create accessible docs and PDF's.
   Tom:
   - Georgia approved project for an accessibility liaison.
   - Paul Grossman, retired from office of civil rights, guest speaker of how to prioritize what you want to fix on your website regarding accessibility
   Regina & Paul:
   - Nov 11th and 28th, additional training of SMC editors on accessibility and how to use SharePoint
   Dan
   - Moving forward with Office 365, will get domain set up and migrate email over before Spring
     ▪ Marketing: test piloting Teams option
     ▪ Webmail will look different, will go from on premise 1g to cloud 12g
     ▪ Confirming single sign on
     ▪ Dan and Christine working Canvas integration.
   - 10g internet connection: confirming date and time to connect as the

system will need to be down for a short period of time. Capacity of firewall does not match speed we are getting. Need to relook at the firewall

Tom:
- Microsoft has add on feature for Voice dictation that Tom is testing.
- We only have 5 licenses for Guardian, would like more for the campus. Cost is approx. $80 a license.

IV. **Reports:** None

VII. **New Business:** Move new business to before old business: Walter motioned, general consent
   a. **Spring 2018 Transformative Technology Planning Day Topic:**
      a. This will be a part of Spring Flex day. Walter to contact Marisol from the PDC (Professional Development Committee), to request 2-3 sessions for an Office 365 features presentation. These sessions should be held in a computer lab. Motioned by Walter, all agreed.

V. **Old Business:**

   a. **Cybersecurity:** Remains on agenda
      a. Marc to work with senior staff to institute Keenan & Associates cybersecurity on line training, and select the most effective training video, of six offered, to start with. Motioned by Walter, all in agreement. Best solution for quick implementation and no cost to SMC.
      b. Model syllabus: adopted by Senate. Table until next meeting, Angie to update what was mentioned in the model syllabus regarding Cyber Security.
   b. **Faculty Homepage:** Remove from agenda
      a. Moving forward. When we are able to make some action, this can come back to TPC
      b. Same as above
      c. People with old web pages to be notified of removal, request that they respond to Regina.
   c. **Goals and Recommendations for 17/18:** Remains on agenda
      a. Separate attachment with comments and notes. Remains on agenda, with request to send in additional language to Dan and Walter before next meeting.
      b. Part of Transformative Technology Planning and TPC goals and recommendations, includes developing an approval process for technology related items such as equipment, software, apps etc. Christine requesting approval process for Canvas LTI. Currently over 300 offered. At beginning of adopting canvas, there were only 100. Vendors claim to have VPAT (Voluntary Product Accessibility Template), but when Shaun reviews, it is not truly accessible. Cuesta College has an Instructional Task Force which vets to see if apps, software, LTI are indeed accessible, needed elsewhere on campus or might already have something similar on campus.

VIII.   **Adjournment - 12:11**: Walter motioned, all agreed

Next Meeting: 12/15/17. To be held in Room M207/ IT Media building
TPC Meetings are held the third Friday of the month unless in bold: 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 on January 19th, 2018