2017-2018 Members:

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

I. **Call to order – 10:36:** Present: Walter, Dan, Regina, Marc, Stephanie, Angie, Peter, Christine, Natasha, Jialing and Paul. Bob Myers as interested party

II. **Vote on Co Chair – 10:38:** Walter Meyer to be elected Co-Chair. Dan motioned, Stephanie seconded, no opposed, no abstentions, unanimous.

III. **Approve TPC meeting minutes from 6/9/2017 – 10:41**: Peter motioned, Dan seconded, unanimous

IV. **Announcements:** (ISC, DE, Student (AS), Classified, Managers, other)
ISC: Angie
 - No report, ISC has not met yet this year.
DE: Christine
 - No report, waiting for DE chair selection
Associated Students: Jialing
 - Would like to have a pilot project to record lectures both audio & visual, which would then be posted on Canvas for enrolled students only to review.
   o Bob Myers: would need faculty member consent
   o Peter: currently does for his classes
   o Walter: need to confirm how to close caption
 - Can SMC go App send notifications to students such as their enrollment date or make an appointment with a counselor reminders.
CSEA: Paul, no CSEA report
Managers: Dan
 - CMD campus came on line
   o Overall positive feedback/ working on boosting wireless signals
Managers: Regina
 - Working on contract with counselors for an App or Module to send notification of events to students.
 - Working with purchasing to put responsibility for accessibility in the contract clause
   o Accessibility deadline is January 2018
Managers: Stephanie
 - Georgia approved working with Gaeir Dietrich, Director of the High Tech

Center Training Unit of the California Community Colleges, to teach faculty how to make all instructional materials accessible.

V. **Reports:** None

VI. **Old Business:**

a. **All campus Technology Day: September 15, 2017.**
- 66 RSVPs , does not include most TPC members
- Cyber security video not presented to TPC

b. **Faculty Homepage:**
- Following 6/9 items not completed
    a. Recommendation that IT send out an email that unused homepages will be closed. Bob moves, Jinan seconds, unanimous.
    b. Any active homepages will migrate to the new server.
- Faculty are being told no new homepages at this time.
- Paul presented a faculty homepage template
    a. Template currently will be outside of SharePoint, but in the future, should probably be part of SharePoint
    b. Sidebar items will only appear if there is information there.
    c. Dan to provide a list of what information is easy to pull vs what takes more work / or could be potential issues.
    d. Wish list of what should be on the (initial) page to be brought to the next meeting
    e. Faculty can link to their personalized page from the SMC template page, but there are concerns of how to ensure links are ADA compliant.

VII. **New Business:**

a. **Cybersecurity**
- Model Syllabus, Dan to help give language.
- Suggest that ISC take on the task to make faculty and students aware of cyber security. Angie agrees.
- Motion by Dan: for Dan to work with Marc, and Bob to identify a way to ensure participants review cybersecurity content. Seconded by Peter, unanimous

b. **Approval of future meeting dates – 11:49:** Walter moved, Peter seconded, unanimous

VIII. **Adjournment – 11:49**: Christine motioned, Dan seconded, unanimous

Next Meeting: 10/20/17. To be held in Room M207/ IT Media building
TPC Meetings are held the third Friday of the month unless in bold: 10/20/17, 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