



## MEETING MINUTES

**Technology Planning Committee: a Sub-Committee  
of the District Planning and Advisory Council  
Fri, January 19, 2018, 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\***  
\* CSEA members pending committee appointment

- I. **Call to order – 10:36:** Present: Walter, Dan, Marc, Regina, Rafi, Peter, Christine, Stephanie and Paul. Bob Myers as interested party.
- II. **Approve TPC meeting minutes from 11/17/2017 – 10:38:** Dan motioned, Christine seconded, unanimous
- III. **Announcements:** (ISC, DE, Student (AS), Classified, Managers, other)  
**ISC:** Walter is the incoming chair
  - Faculty computer requests email reminder to go out
  - Joint ISC & TPC workshop for PDC day Spring 2018**DE:** Christine: No report  
**Associated Students:** None  
**CSEA:** No report  
**Managers:**  
Marc:
  - 3 retirements in IT, Media Services now part of IT.
  - All requests , including Media Services, should go to [IThelp@smc.edu](mailto:IThelp@smc.edu)
  - Classroom emergency still goes to the hotline.Stephanie:
  - Flex day in March, Paul Grossman to discuss Digital Equity 508 compliance.Regina:
  - RFP issued for new content management system, 25 vendors registered to submit proposals.
- IV. **Reports:** Attachment - letter of interest PRT from Hannah Lawler Dec 15, 2017

V. **Old Business:**

a. **Model Syllabus:**

a. Cybersecurity mention and link needs to be added to the model syllabus.

b. Names and links need to be updated on current syllabus for Fall 2018

b. **Goals and Recommendations for 17/18:**

a. See attached final revisions.

b. 11:39 Motion to approve by Peter, seconded by Dan, unanimous. To be presented to DPAC in February.

VI. **New Business:**

Spring 2018 Transformative Technology Planning Day Topic: Office 365 Subcommittee to be formed to create goals for the sessions.

VII. **Adjournment – 11:58:** Walter motioned, all agreed

**Next Meeting: 2/23/18.** To be held in Room M207/ IT Media building

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

Minutes approved 2/23/2018