ITG Meeting Minutes
9.26.19
Doyle Library, Room 4248
9am-10:30am

Attendees: Mike Roth, Phyllis Usina, Linda Close, Eve Miller, Robert Ethington, Greg Wycoff, Robert Grandmaison, Kevin Snyder, Dan Exelby, Heather Adams, Greg Drukula, Jessica Paisley, Catherine Williams, Michelle Viduarri, Matt Pearson

Meeting called to order - 9am

Review and approve minutes from 9.12 (*amended - will copy the committee function with Phyllis before posting on Sharepoint.*) **Approved**

>Add to future agenda(s): attendees & meeting schedule

Committee Function

Review of the committee document from previous meeting (insert)

Continued discussion on finalizing the goals and responsibilities of the ITG committee, as outlined below

>NEW:

>The purpose of this committee is to provide recommendations and direction on the integration of technology Districtwide.

>In this capacity, the Institutional Technology Group will:

- Serve as a representative body of primary technology stakeholders
- Develop a strategic <u>technology plan</u> ~~planning model that identifies~~
    - Establish specific goals and implementation guidelines
    - Create and publish district standards for technology purchase and support
    - Update and review technology related planning documents as appropriate
- ~~Rank~~ Review District technology needs as identified in the program review planning process (PRPP) <u>and recommend</u> purchases of equipment to ensure compliance with standards, the strategic technology plan, and available funding

- Evaluate the ~~impact~~ <u>implementation and efficacy</u> adopted technology ~~on instruction and the provisions of support services~~

Additions to ITG to bring to college council:

- Tim (police systems administrator) from district police would be a good addition as an ex-officio

  Example rational for invite: Shone farm security cameras needed, there are no budget, for him to bring issues such as this to the committee to raise awareness, that they have a significant need to have technology purchases

- Lisa Beech, Director, Distance Education
- Kevin Snyder, Manager, Network Security (needs to be made official ex- efficio)
- Tina Dodson, Director, Workforce Program (CTE)
- Serafin Fernandez, Interim Senior Director of Capital Projects (not sure if he needs to be an ex-efficio)

Discussion regarding these additions concluded: Distance Ed and Police should be included in all meetings/invites, everyone else listed can be added in at various times, as it applies to their specific area when doing PRPP review

Voting to adopt these changes and forward to college council

Mike Roth - Motion to approve changes to ITG committee function to college council

Second- Eve Miller

All approve changes to committee function - motion carried (950am)

Review Microsoft Teams

- How to edit document-
- Note when editing documents, it has to be saved in the most recent word version.
- You can edit in Teams, where it will open a word document.
- You can also open it in a new browser, where it will open a new tab, if you close the tab, it was saved.
- Desktop app, you can use the app that becomes an icon on your desktop/bar to access and edit documents

Review of Community College Strategic Plans

Committee reviewed various strategic tech plans from local community colleges.

Review of Foothill Community College

Review of Deanza (sister college of foothill)

- Recommendation – include an ITG, sponsor a technology survey
- Organizational efficiency vs. personal productivity (graph)

- Goals were clear (objective and evaluation)
- Using the survey as their environmental scan
- Appendix is the full survey to review

Long Beach Technology Plan Review

- Guiding principals
- References to accreditation
- It is giving a plan but not as detailed
- Could use a small appendix

Suggestions & Conclusions:

- Team will continue to post documents in the shared site as they find documents that might be helpful to creating a new format to our plan
- Look at a structure that is short then add appendix that has more information for those who would want to refer (SMCCCD) has a very clear template similar to what ITG might be envisioning.

Adjourn: 10:22am