

College of Marin Technology Planning Committee

Minutes of meeting February 12th, 2020

Present: Grace Mengqi Yuan, David Patterson, Matthew Howard, Andy Haber, Paul Cheney, Matthew Kent, Caitlin Rolston

Absent: Oliver Reyes, Carol Hildebrand, Luna Finlayson

Standing items

- Call to order at 12:46in AC 303
- Approval minutes of January 29TH, 2020; Dave motioned, Matt H approved, Andy seconded
- Approval of agenda for this meeting Feb 11th, Dave motioned, Matt H seconded
- Chair announcements: there were no announcements

Discussion Items

- Categorical initiatives update by each sub-committee, clarity on what issues covered by each sub-committee.
- Grace and Matt K of the Administrative subcommittee reviewed their plans
- Grace says it's clear there is some overlap of subcommittees in writing up the different area proposals. For instance, there needs to be a log on new software or applications which each area might require. There needs to be clarity on what's covered by each subcommittee. The Admin subcommittee overlaps with Infrastructure subcommittee on issue #15
- Dave says his group (with Caitlin) has same issue of overlap. Maybe Red group (Training Subcommittee) issue #5 added to issue #8? Grace agrees and says there is lots of overlap. For instance, use of an event calendar outside the labs so students can see which classes are in a particular lab (as an example). Andy says that's a great idea, and this display could also show the lab rules. Grace suggests this could also be online. Matt H says other schools have this facility. Andy says that there are other ways to use this facility, too. Matt H says that this is an Tech infrastructure subcommittee issue, too, and that there are more issues than the 15 outlined so far (ie., more labs). Dave says more labs might be there own issue, especially since library computer lab might be more restricted. Grace suggested we could add more computer labs to the list. Dave agrees, says it needs to be its own issue and not just issue #4 as it is now. Grace asks if there needs to be another issue for accessibility? Matt H says issue should be availability, not accessibility of computer labs. Andy suggests that there should be a larger and more central computer lab. Resources are not being utilized properly. Perhaps a portable outside

Fusselman Hall as a computer lab in the future? Grace suggests we need to talk to the architects and others with knowledge of the new building to see if that's feasible.

- 1:05 Caitlin says she wants her and Andy's notes added and Andy said he'd do that, then Caitlin said she had to leave and she left. Dave said that he'd not talked with Carol and Luna but they have 5 initiatives. Matt H asked Dave how his subcommittee's initiatives fit into the template and Dave explained how they did fit in. Grace thought it clear that new ideas were being put in, like the idea in Dave's committee of a permanent help desk. Matt H said his and Paul's Infrastructure subcommittee were finding a method to add all survey results into the template by comparing all the possible variables. Dave explained how the method worked for his group.
- Grace suggested that the issue of more and better wifi needs more clarity. Matt K said the issue was how to get information to people about how to access wifi, perhaps by handing out cards. Matt H says IT has reached out to ASCOM for messages but got nowhere, and suggests that perhaps posters are a way to go. Cloudpath was chosen because it was the cheapest of 3 options.
- Paul suggested we needed a process to oversee all initiatives from the subcommittees, perhaps another subcommittee to bring it all together. Dave suggested a vetting subcommittee. Grace suggested we all do this by looking at the initiatives on a Wordpress site so we can see each other's work. Matt H said this worked on the software example – 3 groups looked at it
- Grace and Matt K subcommittee report – suggested that 5 years is too long for a plan and suggested a 3 year timeline. Matt H said 5 years better because that's how long projects take to come to fruition, and this fits the College's planning process. Dave concerned there was so much more to discuss, but Matt K moved to adjourn meeting since it was time, and Matt H seconded.
- Meeting adjourned at 1:30 PM.