

Technology Planning Committee Minutes December 4th, 2019

Present: Paul Cheney, Luna Finlayson, Carol Hildebrand, Matthew Howard, Matthew Kent, David Patterson, Grace Mengqi Yuan

Absent: Andy Haber, Caitlin Rolston, Kay Konishi-Gray

Standing items

- Call to order at 12:44 in AC 303
- Approval and adoption of the agenda
 - Motion: Matt Howard
 - Second: Carol Hildebrand
 - Vote: approved
- Approval of minutes from 11.06.2019
 - Motion: Grace Yuan
 - Second: Matt Kent
 - Vote: approved
- Chair announcements:
 - TPC received Jonathan's feedback: to have alignment between technology plan and IT initiatives.
 - Matt Howard suggested that he "floats" over all sub-committees in case members need information and consultation for the alignment.
 - Matt H will judge, report, and adjust his workload as he is also sitting on the Technology Infrastructure Sub-committee.

Discussion Items

- Confirm membership of sub-committees
 - Carol decided to sit on the "User System, Support, and Training" sub-committee. By representing students, staff, and faculty from the Community Education and International Education areas, she offered to float to other sub-committees as needed.
 - Student representative Kai Konishi-Gray "resigned"
 - Matt Howard reported that he learned by chance that Kai is no long part of TPC.
 - Matt Kent commented that Kai left his ASCOM position. ASCOM will refill his position and let us know.
- Categorical initiatives update by each sub-committee
 - Purple Group – Tech Infrastructure Sub-committee
 - Matt and Paul met. Due to multiple scheduling challenges with stakeholders, their report will be deferred to the next TPC meeting.
 - Red Group – User systems, Support, and Training Sub-committee
 - Dave and Luna interviewed Stacey Lince (DE instructional designer), Eli Dimopoulos (Assistive Tech Specialist), and will interview ASCOM in the coming days.
 - Draft proposal of initiatives presented

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- Green Group – Administrative Computing and Communications
 - Draft proposal of initiatives presented
 - Matt H suggested that green group cross-reference the archived initiatives summary on the TPC website and mark what have been done.
- Blue Group – Instructional Technology Sub-Committee
 - Deferred to the next TPC meeting due to absence
- There was a brief discussion about Dave’s Proposal template. In sum, it is proven to be a very useful template and all sub-committees are encouraged to adopt it if haven’t done so. Matt H suggested to add a column of “What have been done” to the template. Others agreed.
- Meeting dates and note taking schedule –Spring 2020
 - Standing meeting dates: 1/29, 2/26, 3/25, 4/29
 - Possible extra meeting dates: 2/12, 3/11, 4/15, 5/13
 - 1/29 note taker: Matt Kent
- Matt Howard moved to invite Patrick Ekoue-totou to the TPC meeting on 1/29/2020 to present the IT Operations Plan. Seconded by Dave Patterson. Voted and motion was approved.
- Meeting adjourned at 1:30pm.