

## College of Marin Technology Planning Committee

### Regular Meeting Minutes

Tuesday, February 26<sup>th</sup>, 2019; 3:00pm-4:00pm

In attendance: Paul Cheney, Dave Patterson, Luna Finlayson, Brandon Grayson, Andy Haber, Carol Hildebrand, Bonnie Borenstein, Grace Yuan

#### 1. Pre-meeting

- Andy drew the different options of instructional table/podium for IVC's Pomo Cluster Classrooms and solicited committee members' feedback while waiting for Bonnie and Carol, who were coming from PRAC

#### 2. Approval of minutes and agenda

- Vote called at 3:20pm
- Minutes and agenda were approved

#### 3. Discussion: Former Tech Plans -finish off discussion started in November

- Members briefly discussed "College of Marin 2012-2017 Technology Plan" (Tech Plan 12-17) vs. "COM Technology Plan 2017-2020 Draft v.6". The committee unanimously preferred the former over the latter.

#### 4. New Business

##### (1) How to create a new technology plan?

Discussion between members came down to the following points

- In the current budget climate, it is not feasible to hire an outside consulting company to write the new plan (WTC Consulting Inc was used for the Tech Plan 12-17)
- Dave raised the concern that to create a plan similar to the Tech Plan 12-17, it would be extensive amount of work even if it were divided between all members. The conversation led to the recommendation of the new plan to be very concise.
- Carol suggested the new tech plan would go high-and-broad instead of narrow-and-deep. It would require us to know what not to focus on (e.g. websites); and focus on areas of technology that the College does not have assessment on (e.g. how to use technology in instruction).

##### (2) How to reach out to the diverse community in creating the Tech Plan? -Communication is crucial. Paul let the discussion.

- Survey - Use our committee's email to invite people to comment on what people need for technology. The concern from IT Department is it may get uncontrollable.
- Andy talked about instructional technology needs, for instance, the Pomo Cluster classrooms. Look at the needs of end users and do backward engineering. Reassess and renew standards of equipment as new buildings come online. New projects need standards to go from one to the next one.

- Brandon suggested to interview representatives of different groups of users, for example, ASCOM for students, Department Chairs for faculty, and area directors, to find bigger patterns to put in the plan.

- Dave advised to interview people in person as it creates opportunity to build a relationship with various college parties.

- Paul summarized three phases of communication

1<sup>st</sup> Phase: collect information on what people need

2<sup>nd</sup> Phase: organize and make it concise

3<sup>rd</sup> Phase: assess the feasibility/implementation

- Carol advised that we came up with a plan that could be pushed forward and in alignment with directions from other strategic planning committees. Bonnie suggested to invite people from different committees to share their perspectives.
- Dave and Bonnie touched on the deadline for the new tech plan. The latest plan is out-of-date, the sooner the better to have the new plan.

(3) Bonnie forwarded President Coon's request to the Tech Committee to meet with IT Director, Patrick Ekoue-totou, on his IT infrastructure and his insight of instructional technologies.

- Members were all in favor of meeting with Patrick and learning about the current IT infrastructure and his future plans. Bonnie will send invite to Patrick.
- The Committee expressed the necessity of keeping the constructive exchange with IT.
- An idea of inviting other faculty members to the meeting was discussed, the result is not to invite people this time but maybe have a demo class for faculty in the future.

5. Question of additional members

- Additional members are not necessary now until we are at the practical details of the Tech Plan.

6. Meeting adjourned at 4pm