

## Technology Planning Committee Minutes November 6, 2019

Present: Grace Mengqi Yuan, David Patterson, Matthew Howard, Carol Hildebrand, Andy Haber, Paul Cheney, Matthew Kent, Caitlin Rolston, Luna Finlayson.

Absent: Kay Konishi-Gray

### Standing items

- Call to order at 12:50
- Approval minutes of October 23<sup>rd</sup>: 7 yes 1 abstain
- Approval of agenda for this November 6<sup>th</sup> meeting
- Chair announcements: there were no announcements

### Discussion Items

- Tech Plan Timeline Discussion
  - Dave proposed forming subcommittees and submitting proposed outline to - Meg/Jonathan now or soon for some feedback
  - Discussed having *informal* talks with stakeholders, might involve problems or requests for more surveys
  - Matt H proposed forming sub-committees first
  - Grace proposed adding item to timeline:
    - Finalize initiatives at December meeting
  - Not sure whether to speak with stakeholders before or after this
- Discussion of further surveys
  - Andy: We should do a survey of faculty and staff and admin (employees)
  - Matt H: moves we don't do another survey, Dave seconds, approved 8-0
  - Grace clarifies that sub-committees can do small-scale surveys for more info, they can.
- Subcommittee Formation Discussion
  - Discussed combining to 3 categories, merging Red with Purple
  - Dave moved we use the original 4. Andy seconded. 8-0 approved
- Dave moved to extend meeting by 10 minutes, Grace second, 8-0 approved
- Discussion on make-up of committees, everyone stated where they were "insiders" and where they could be "outsiders"
  - Luna: Red insider, Blue Outsider
  - Matt K: Green, Red Out
  - Caitlin : in blue or red, out Green and Purple
  - Grace: In for green, out purple
  - Matt H: In purple, out green
  - Dave: in for Red, out for green and purple, interested in purple
  - Andy: in blue out for red
  - Paul: in blue, out... infrastructure
- Decided on following make-up, for now, of sub-committes:

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• Green	• Blue	• Red	• Purple
• Grace and Matt K	• Andy and Caitlin (with Paul support)	• Dave and Luna	• Paul and Matt M.

- Plan for homework: everyone should meet with sub-committee partner, look at old reports, surveys, newsletters and come up with and identify 4-10 initiatives
- Meeting adjourned at 1:45 PM.