

Technology Committee

January 29, 2020

AC 303, 12:40 PM

In Attendance: Paul Cheney, Luna Finlayson, Andy Haber, Carol Hildebrand, Matthew Howard, Matthew Kent, David Patterson, Caitlin Rolston, Grace Mengqui Yuan

Standing Items

1. Call to Order at 12:45 PM in AC 303
2. Approval and Adoption of the Agenda—Matt Howard motioned to approve the agenda, Dave Patterson seconded. Motion passed.
3. Approve Minutes from Previous Meeting—Matt Howard motioned to approve the minutes, Dave Patterson seconded. Motion passed.
4. Chair Announcements:
 - a. Paul would like the idea of a physical IT Help Desk proposed and written into the Technology Plan.
 - i. Grace commented that this is already in the recommended submitted by the subcommittees.
 - b. Grace confirmed that everyone received the Technology Operations Plan from Patrick. Everyone confirmed that they did, though not everyone had fully reviewed it.

Discussion Items

1. Categorical Initiatives Update by each Sub-Committee
 - a. Andy and Caitlin from the Instructional Technology Sub-Committee met. They identified the needs of each building, what has already been upgraded, and what should be upgraded.
 - i. Dave suggested that they prioritize flexibility of spaces.
 - ii. Caitlin stated that the main take-aways from the survey data reviewed were that:
 1. Labs should be cleaner
 2. Faculty repeatedly stated that they did not want new technology, and they wanted to ensure that old technology works. In contrast, students want faculty to actually use the technology.
 - iii. Grace requested that Andy and Caitlin put their findings into the template created by Dave.
 - b. Matt Howard and Paul from the Infrastructure Subcommittee presented.
 - i. Matt Howard made a spreadsheet compiling all comments from surveys. Is working to categorize all initiatives.
 - ii. Paul was unable to meet with Patrick. Will work on meeting with him.

2. Discussion of Help Desk: Grace stated that Distance Ed is a growing need and additional support will be needed for faculty.
 - i. Andy suggested creating a media services window/office/help desk. Luna agreed that there was a general consensus that a Help Desk is wanted.
 - ii. Matt Howard brought up that IT does not currently have enough staff and they cannot allow work study students to staff it due to union contract.
 - iii. Caitlin stated that a position would need to be created and that recommendation should be put in the tech plan.
 1. Andy disagreed, and said that person just needs to be accessible, because the work amount isn't consistent throughout the semester, with busier peak times at the beginning and end of the semester.
3. Creation of Tech Plan Outline and Timeline
 - a. Dave volunteered to compile all the groups work into one working document to give the committee a good place to start.
 - b. Grace stated that we are scheduled to submit a draft to PRAC mid-March and asked if this was a realistic timeline, given we only have one meeting until it would need to be submitted. Grace proposed to meet between this meeting and our next meeting. General consensus agreed that more meetings are necessary.
 - c. Proposed Dates: February 12, February 26, March 11, and March 25. We would submit the plan on March 25.
4. Patrick's IT Operational Plan Discussion
 - a. Matt H. highlighted that the plan was short and simple and the Technology Planning Committee's plan should reflect that.
 - b. Grace added that our plan should reflect IT's priorities as well.
5. ASCOM liaison and note taking schedule- Spring 2020
 - a. Paul announced that Senate has instructed him that TPC should add two more members, but he believes that TPC should wait until after the plan is submitted so that we wouldn't be trying to catch up two new people in the midst of trying to finish the plan. The Committee agreed.
 - b. ASCOM Liaison: Oliver Reyes was appointed and should be attending the next meeting
 - c. Notetaking schedule was established:
 - i. February 12-Paul
 - ii. February 26-Luna
 - iii. March 11- Andy
 - iv. March 25-Carol
 - v. April 29-Dave
 - vi. Grace and Matt H. will fill in if folks are unable to do take notes.
6. Andy moved to adjourn the meeting. Dave seconded. The motion passed and the meeting was adjourned at 1:32 PM.