

College of Marin Technology Planning Committee Meeting
May 5, 2020
Rough Draft of Minutes

In attendance: Grace Mengqi Yuan, Paul Cheney, Matthew Kent, Matthew Howard, Andy Haber, Caitlin Rolston, Luna Finlayson and Dave Patterson

Absent: Oliver Reyes (Student representative)

Meeting was called to order at 2:00 on Zoom.

1. Approval and adoption of Agenda

- a. Motion: Matthew Howard, second Andy Haber, with one small spelling error: Caitlin Rolston's name.

2. Approval of Minutes

- a. Motion: Matthew Howard, seconded by Matt K.

3. Chair Announcements

- a. Governance Digest Report discussed
 - i. It is our tentative goal to turn in TPC Plan by end of this calendar year
 - ii. Add Dave's name to committee
 - iii. Oliver Reyes, our student rep, is invited, but he has a class at this time
 - iv. Dave will submit to Connie Siegenthaler.
- b. We are all planning on being on TPC in the fall.
- c. Thank you to Matthew for his energy and time in providing feedback to each subcommittee. Matthew's expertise is helping us re-think approaches and wording.

4. Committee Reports

a. Administrative Computing and Communications

- i. Matthew K. and Grace discussed the helpful comments from Matthew H.
- ii. Laptops. 200 requests from students during COVID. Probably significantly more need than that. We need more laptops for students. We have fulfilled 80 out of these 200 requests. Student Activities and Advancement, IT, Advancement, EOPS, and others have been working to get more funding for laptops
- iii. Microsoft Team. One of the items on Matthew K and Grace's list of initiatives is easy to accomplish with the ongoing implementation of Microsoft Teams. Consider re-wording initiative to "expand initiative"
- iv. Service Desk could go to the User System subcommittee. It has been identified as a need by 3 out of 4 subcommittees, showing its importance.

b. Instructional Technology

- i. Caitlin added her subcommittee's rough draft.
- ii. Caitlin, Andy and Paul will discuss edits to this draft

c. User Systems, Support, and Training

- i. Dave shared a possible 4th column for our document: "Potential Obstacles."

- ii. Discussion of IEC, and whether we need to interview members of this committee to inform our plan.
- iii. Student Access to Technology at home.
 - 1. Matthew Kent will share results of recent student technology survey to inform our plan. Discussion of need for technology at home
 - 2. Families are having to share limited technology
 - 3. No wi-fi in certain neighborhoods
 - 4. Mobile Hotspots as a solution? Very expensive. May require Chancellor's office intervention

d. Technology Infrastructure

- i. No report
- ii. Many thanks to Matthew H for commenting on other subcommittee's work.

Matthew H moved and Andy seconded that we adjourn. Meeting was adjourned at 2:52 PM.

Next Meeting: Andy H moved, Matthew Howard seconded that we meet next on **Tuesday, Sep. 1, 2020, at 2:00 PM**, possibly via Zoom. May need to communicate in the meantime! Thank you all and enjoy your summer!