

## Technology Committee Meeting: Wednesday February 26, 2020

Present: Paul Cheney, Andy Haber, Matthew Howard, Matthew Kent, David Patterson, Caitlin Rolston, Grace Mengqui Yuan

### **Standing Items**

1. Call to order at 12:44 PM in AC 303
2. Approval and adoption of the Agenda
  - a. Dave moved to approve the agenda, Paul seconded.
3. Approve the minutes
  - a. Grace and Caitlin both proposed corrections to the minutes. Those corrections were made by Grace and the Paul moved to approve the amended minutes. Dave seconded.
4. Chair Announcements
  - a. Grace introduced process to review and approve initiatives to the Technology Committee Plan.

### **Discussion Items**

1. TPC Membership, meeting schedule, and note taking schedule
  - a. Carol Hildebrand stepped down. Grace proposed taking Carol H off the agenda officially and requesting another manager to take Carol's place. The group agreed that would be appropriate.
  - b. Caitlin asked if she should step down since she could only be present for 15 minutes each meeting. Andy stated that he was also considering stepping down or requesting a slower timeline due to office moves. Grace stated that both of their input was vital and the timeline could be adjusted to accommodate their schedule.
  - c. Paul, Andy, and Caitlin (Instructional Technology Subcommittee) stated that they would meet before the next meeting on March 11, 2020.
    - i. Dave suggested they should pull from the IT Ops plan. Dave agreed to resend this plan to Caitlin, Andy, and Paul
  - d. Note taking schedule moving forward:
    - i. March 11: Andy Haber
    - ii. March 25: Grace Mengqui Yuan
    - iii. April 29: Dave Patterson
    - iv. May 13: Luna Finlayson
2. Determine Process to Oversee Initiatives
  - a. Grace outlined her plan to review initiatives outside of standing meeting.
    - i. Matt K asked how plan would fit in with timeline. Grace said draft could still be proposed to PRAC even if initiatives were under review.
    - ii. The committee will vote on formally adopting this review process during the next Technology Planning Committee Meeting; if the committee has any feedback, direct it to Grace.
3. Subcommittee Updates

- a. Dave looked at the IT Ops plan and reminded the group to bring an equity lens to TPC: especially identifying gaps in success for underrepresented groups in terms of technology use and access and how the technology planning committee could address these gaps through the plan.
- b. The committee was charged with reviewing the initiatives proposed by other subcommittees
- c. Matt H. has uploaded all of the minutes and the agendas to the TPC meeting website.
- d. Meg has been notified that the committee needs more faculty.

Matt H. moved to adjourn the meeting, Dave seconded. The meeting was adjourned at 1:25 PM.