

April 14, 2020

Technology Planning Committee Minutes

Present: Grace Mengqi Yuan, David Patterson, Matthew Howard, Andy Haber, Paul Cheney, Matthew Kent Luna Finlayson, Caitlyn Rolson

Called to Order via Zoom at 2:02 PM

Meeting Agenda for April 7th

- Approved by David Patterson
- Seconded by Andy Haber

Minutes for February 26th meeting

- Approved by Matt Howard
- Seconded by David Patterson

Minutes for April 7th

- Approved by David Patterson
- Seconded by Matt Kent

Agenda for April 14th

- Approved by Matt Howard
- Seconded by Matt Kent

Additional Items for today's Agenda

- Paul suggested a motion be made to extend the draft plan deadline
- A motion to add a 5 minute conversation to today's agenda regarding the impact of Covid -19 on the college, and how it may help to form the technology plan
- Motion by David Patterson
- Seconded by Matt Howard

Discussion: Covid- 19 on master Plan

- Andy:
 - Reported on IEC discussions to contact faculty in a survey to see their equipment needs are being met; making additional equipment available to faculty; looking into possibility of needing to purchase additional equipment for distance teaching if necessary
- Matt H:
 - Reported on IT dept's operations and progress with making Citrex, Labware, and other apps available to the college community; imaged approx. 150 laptops for staff and students to use. ESL students were identified as having the largest need for laptops, and that Sadika would oversee disbursement to students; DE was already in place but had to

expand with additional licenses/servers; and that we have no control over the user's internet access

- Matt K.:
 - Reported that faculty and students have been submitting Comcare reports/requests, and is coordinating days for laptop pickups.
- David:
 - Notes there is an equipment equity issue for ESL students
- Caitlyn:
 - Notes that 80-90% of ESL students do not have their own computer
- Grace:
 - Notes that having a Central Help Desk could be especially helpful during these times, and that Covid-19 is a good reason to implement one

Vote to extend timeline:

- Motion to vote by Matt H.
- Seconded by Luna
- Motion approved

Motion approved to move the completion of a Technology draft plan from March 25th to Sept. 15th.

A motion was made with a goal to complete the final draft by end of November 2020

- Approved by Luna
- Seconded by Caitlyn

Next Meeting to be held on May 5th at 2.00 pm.

Meeting adjourned at 3:52