

# Technology Planning Committee (TPC)

<http://www.marin.edu/sharedgov/committee/TPC/index.htm>

November 10, 2016 Minutes

CALL TO ORDER: 2:10 PM – SMN 137, Kentfield

## Members:

Staff Resource: Mina Namvar

Classified: Sheldon Carroll, Ferhat Indi, Stacey Lince

Faculty: Tina Christensen, John Erdmann, Rachael Klein, Arthur Lutz, Steve Newton, Kofi Opong-mensah, Leah Sharp, Derek Wilson

Managers: Patrick Ekoue-totou, Carol Hildebrand

Students: Lidiya Jebessa, Ismail Azam

Absent: Mina Namvar, Ferhat Indi, Tina Christensen, Arthur Lutz, Steve Newton, Kofi Opong-mensah, Carol Hildebrand

## I. Approval and Adoption of the Agenda

Approved.

## II. Review and Approval of the Minutes: (by TPC members present)

1. 10/27/2016 Minutes Draft, approved with 1 abstention.

## III. Reports

none

## IV. Discussion/Action Items

1. TPC Mission, Vision, and Values statement v.3 review and discussion.  
TPC Vision statement revised. Approved as amended.
2. Interview with Proposed IT Review consultant (2:30 pm)  
Intended surveys and interviews with IT staff to review IT effectiveness, and outline a plan for IT technologies for the next 3-5 years.

ZOOM interview with [Hariar Rajagopalan of KP Tech Services](#).

Presentation/discussion document presented by the CIO/IT Director

Proposed, two surveys:

- 1) IT stakeholders
  - a) past performance
  - b) what else IT needs to be doing
- 2) IT team members
  - a) Their thoughts about IT department
  - b) What management needs to improve upon
  - c) How well product works, within budget, opportunities for improvement, how to align with goals

Review:

Page 1 Table: Issues that IT was focused on in 2015 and 2016 table

Page 2 Table: what is your opinion about the projected IT issues and challenges?

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Page 3: 2017 top 10 IT issues

DW went down the list on page 3.

Again, we [TPC] make recommendations to PRAC, who makes recommendations to administration, who ultimately makes decisions

JE added: Decisions are sometimes made considering our recommendations and sometimes not at all

HR: What does the committee do? How does TPC help IT? (Derek answered)

- 1) We make recommendations to PRAC
- 2) We are currently finishing the technology plan for the next 3 years:
  - a. categories related to resource, e.g. staffing, hardware, software, policies/procedures, training
  - b. subcategories: operational/non instructional; college wide/instructional; departmental/non instructional; program/instructional needs; short term or one-time needs; future needs

HR: What are the views/goals? (Derek answered)

- 1) Tech Plan formerly part of strategic master plan
- 2) BPs and APs
- 3) Projects/initiatives that are ongoing or incomplete from last plan

PE: IT evaluation and assessment to propose direction provided by Tech Committee

HR: Critical needs/what IT needs to support them.

HR: what are our opinions about IT?

DW: not appropriate for TPC to discuss opinions of IT services. These questions have been answered in the two Technology Surveys by COM Employees and Students that were conducted in Spring 2016, and are posted on the TPC Page. [KP Tech Services and IT should review the responses from both surveys to assess service and technological needs of IT.](#)

PE: Which of these 10 are important to this committee?

List the top 5 in order of importance.

DW: As these questions were not provided in advance, recommendation that we digest these questions and return the answers to the CIO/IT Director questions via email. The TPC chair will email this document out and we will respond

JE suggests that we have a meaningful conversation about this at our last TPC meeting on Dec 8<sup>th</sup>.

3. BP/AP 3720 Information Technology discussion and approval (3:00)  
BP 3720 and AP 3720 were reviewed and discussed.

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JE presents BP 3720 – most important issue is that in the original version, there no expectation of privacy.

PE has a problem with the following: “The procedures shall include provisions for ... retention and disposition of electronic data and records.” There are no procedures to do this anywhere.

JE: this is not a policy, this is just saying that we should have one.

Motion to move BP 3720 forward for Academic Senate review, unanimously approved.

### AP 3720

PE will be looking at this in the future with board

PE: Fears aren't real; Emails can be seen, but websites not

JE: This procedure will give framework and guidance to what will happen to our data and privacy

PE: Minimize the fear mongering

JE: This document allows District to access user data in responsible and transparent manner.

Motion to move AP 3720 forward for Academic Senate review, approved with 1 abstention.

4. Compile drafted categories for the 2012-2017 Tech Plan, compiled into an Excel document with category initiatives for review:
  - A. College Technology Staffing Support Requirements (Ferhat, Rachel, Stacey)
  - B. College Technology Hardware Requirements (Ferhat, Leah, Stacey, Tina)
  - C. College Technology Software Requirements (Derek, Ferhat, Stacey)
  - D. User Technology Training, Support & Professional Development (Carol, Lidiya, Sheldon, Stacey)
  - E. Technology Related Policies & Procedures (John, Stacey, Steve)
  - F. Future Technology Requirements (*unassigned*)
  
5. Future TPC Discussion/Action Items to schedule:
  - COM BP/AP policies and procedures recommendations
  - Program Review Technology
  - Technology Equipment (i.e. Scantron machines, Clickers, CCD, teleconferencing, video-casting, etc.) recommendations, vetting and compatibility with current and future systems.
  - DE Plan and infrastructure (CMS reviews, DE support)

Meeting adjourned at 3:48 pm.

Next meeting: November 17, 2016, Tech Plan development meeting.