



## Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee

Spring 2024 Semester

### Meeting Minutes

**Monday March 11, 2024, via Zoom at 12:40 p.m.**

Attended: Grace Yuan, Stacey Lince, Emy Bagtas-Carmona, Matthew Howard, Julie Mark, Hector Saez, Jamie Terhune, Irina Roderick, Eresa Puch, Oliver Howard, Heather Rahman

Absent: Tessa Loegering, Lance Barthelemy, Aliyah Bassa

#### Standing Items

1. Call to Order at 12:43 p.m.
2. Approval and adoption of the agenda
  - a. Eresa moved to approve the agenda
  - b. Grace seconded the motion
  - c. All members approved
3. Approval of the minutes
  - a. Delayed until next meeting
4. Chair announcements
  - a. Seats remain for 3 – 4 more faculty members
  - b. PRAC presentation to be scheduled for either April or May

#### Discussion Items

1. **Sound Board** – The committee discussed FLEX training for applications such as Adobe for routing documents for signatures. Training has been offered in the past and online support is available. Also, the committee would like tech support on call for night and weekend classes. However, union issues arise. Hiring interns could be a solution or asking if I.T. can create a work-study position.
2. **Technology Survey Results** – The committee will need more time to review and highlight the standout data. Heather will use highlights for the PRAC presentation.
3. **Responses from ES and others regarding student survey/IVC Genius Bar** – Enrollment Services suggested working solely with PRIE if we want to survey students on technology topics. We will need to decide on what we would like to know from students. Perhaps, we work on this for 24 – 25 academic school year. Additionally, the committee is asking I.T. to standardize the Genius Bar offerings each semester at both campuses, so that our group doesn't need to request it. Heather will reach out to Patrick.
4. **Preparing to report to PRAC** - Heather shared out the current slides and framework for the PRAC presentation. All content should be reviewed first by the members before submitting to PRAC.

The meeting adjourned at 1:19 p.m.