Technology Planning Committee (TPC)
Sub-Committee of Planning and Resource Allocation Committee
Fall 2024 Semester

Meeting Minutes
Monday, December 9, 2024, via Zoom at 12:40 p.m.

Committee: Hector Saez, Jamine Terhune, Emy Bagtas-Carmona, Matthew Howard, Stacey Lince, Grace Yuan, Tessa Loegering, Irina Roderick, Lance Barthelemy, Patrick Ekoue Totou, Mina Namvar, Stormy Miller Sabia, Cecilia Chan, Mario Jimenez, Julie Mark, Heather Rahman

Standing Items
1. Call to Order at 12:40 pm
2. Approval and adoption of the meeting agenda
3. Approval of previous meeting minutes
4. Co-chair announcements
    a. No quorum

Discussion Items
1. Spring meeting dates
2. Thoughts on student survey
3. Open forum

Notes
This meeting did not meet a quorum, though these notes were accepted as true by participating members.

Topics
- Spring 2024 Meeting Schedule: Proposed dates: February 3, February 24, March 24, April 14, May 5
- Mondays selected as best day for faculty schedules
- Dates avoid conflicts with holidays, spring break, and semester start/end periods
- Heather to submit dates to Participatory Governance Council and update TPC webpage

Potential Student Technology Survey
- Considering 3-5 questions to be integrated into existing spring surveys
- Goal: Gather student feedback on technological needs and experiences
- Discussion on survey purpose: service improvement, identifying surprises or areas for college-wide enhancement
- Possibility of Holly's group administering survey to avoid duplication of efforts
- Committee to further discuss and vote on survey implementation in February meeting

IT Updates and Data Management
- New password manager (Bitwarden) available for staff and management
  - Includes 6 additional personal-use licenses per staff member
- Ongoing efforts to identify and secure personally identifiable information (PII)
  - 81,000 files found with sensitive data (SSNs, FAFSAs, birthdates)
  - Working with departments to review necessity of legacy files
- Plans for improved data management:
  - Implementing retention periods for all new files
  - Moving towards centralized file storage repository (Laserfiche platform)
  - Creating workflow processes for document filing and organization

Shared Drive Migration
- Plans to transition from shared drives to OneDrive/SharePoint/Teams
- IT to work individually with departments on migration process
- OneDrive Sync app allows easy access to cloud files from desktop
- Microsoft Teams offers enhanced permission controls for departmental file sharing

Next Steps
- Heather to send calendar invites for spring 2024 TPC meetings by Thursday
- Patrick to meet with Tessa's team to discuss OneDrive/SharePoint migration
- Committee to revisit student technology survey discussion on February 3rd meeting
- Continued focus on COM technology plan development in spring semester