

Technology Planning Committee

Present: Grace Mengqi Yuan, David Patterson, Matthew Howard, Carol Hildebrand, Andy Haber, Paul Cheney, Matthew Kent

Standing Items

Call to Order at 3:38 PM

- Paul proposed adding discussion of Dave's plan to the agenda and the creation of an outline based on the plan
 - Paul proposed formation of subcommittees
- Matthew Howard moved to approve the agenda. Dave seconded, majority approved.

Approval and adoption of the minutes

- Minutes from October 9, 2019 meeting were reviewed.
- Andy moved that the minutes should be approved with the correction of the typos. Grace seconded. Majority approved.
- Carol moved to approve the agenda for the October 23, 2019 meeting. Dave seconded.

Chair Announcements

- No announcements

Discussion Items

1. Collection of information for Master Plan
 - Dave was glad to have received the data from IT through Patrick and was glad that the survey results were shared from Classified Staff and Management/Supervisors/Confidential Staff. Dave posed the question: Do we need to continue to survey?
 - Andy shared that he believed we should survey again, building a survey based on staff and student responses.
 - Matthew Howard shared that the IT survey does this already.
 - i. Andy brought up that the results were difficult to read and asked if anyone else had this technical issue when opening the results? Carol confirmed that she also had issues. Grace opened it at the meeting and the issues seemed to be resolved. Grace volunteered to compile the results from the IT survey and share them with the committee.
 - Grace stated that she believed our current data is sufficient and that we do not need to immediately continue to survey.
 - Grace asked Paul what the faculty response to the survey was since Paul would be distributing the survey to Academic Senate.
 - Paul proposed that the committee should have a retreat/extended working meeting to review the technology plan and the survey results.

- Kai Konishi-Gray arrived at 3:55 PM. The discussion was paused so that the other committee members could introduce themselves to Kai and so Kai could introduce himself to the rest of the committee.

2. Master Plan Outline

- Dave explained his process for creating the draft plan outline. Dave suggested that the committee should not write a dedicated “looking back” section that was included in the past Technology Plan to save work time.
- Dave also asked if we should keep the identified subcommittees from the previous Technology Plan:
 - i. Administrative Computing and Communications
 - ii. Instructional Technology
 - iii. User Systems, Support, and Training
 - iv. Technology Infrastructure
- Matthew Howard suggested that the committee focus only on the first nine points of the outline, to keep the plan brief and align with Meg’s vision for the plan and not focus on the “looking forward” section:
 - i. Executive summary
 - ii. Introduction
 - iii. College Mission
 - iv. College Vision and Values
 - v. Technology Vision
 - vi. Strategic Technology Planning
 - vii. Technology Definition
 - viii. Technology Plan Development Process
 - ix. Four College Technology Priorities
- Andy agreed with Matthew Howard.
- Carol agreed that we should not look back in the plan, instead do an environmental scan and integrate “looking back” throughout the plan.
- Kai commented that much of the plan was outdated and needed to be updated.
- Grace suggested voting on not looking back and reminded the committee that the strategic plan needed to be key in designing the technology plan. Grace suggested instead of a looking forward section, that the areas identified by the strategic plan as goals of the college.
- Grace moved to not include a looking back category. Carol seconded.
 - i. 6 voted in favor, 2 abstained, 0 voted again. Motion passed.
- Carol discussed how best to organize the plan and suggested utilizing the feedback gathered from the surveys done by the TPC as well as the IT Survey, identifying where in the four categories/subcommittees suggested by Dave the feedback fits, and then creating the tech plan from there.
- Carol proposed that the Technology Plan cover 2020-2025 to align with the Master Plan.
- Dave summarized his proposed timeline
 - i. Grace moved to hold a vote on having another campus survey during the November 6 meeting. Dave seconded.

- Paul suggested that we vote on adopting the timeline next meeting. Matt Kent suggested that the committee should discuss the timeline further. Paul said that the committee had to vote on it next meeting or it would have to wait to be voted on until the following meeting. Carol suggested that we discuss and revise the timeline next meeting.
3. Meeting dates and note taking schedule
- Paul suggested that we vote on holding a meeting on November 20th.
 - i. Carol brought up that she would not be able to attend, but she would try to call in.
 - Kai moved that the committee meet on November 20th.
 - Dave suggested that we discuss having a meeting on November 20th at the following meeting.

Matthew Howard moved to adjourn the meeting. Grace seconded. The meeting was adjourned at 4:38 PM