Technology Planning Committee
Minutes
Tuesday, June 7, 2016
12:50 – 1:50 P.M.
Board Room, Building 10

<u>**MEMBERSHIP**</u>
Jeff Enz - Administrative Representative (Chair)
Vacant – Administrative Representative
Jeff Cantwell – Chair of B.U.G/CMCA Representative
Gaylla Finnell - Faculty Representative
Allison Brock- Faculty Representative
Mark Duva – Faculty Representative
Adriana Sano - CMCA Representative
Marisa Izarraraz - Classified Representative
Dixie Krimm - Classified Representative
Gabriel Gonzalez – Classified Representative (*Absent*)
Amy Diaz - ASG Representative (Absent)
Benjamin Barajas – ASG Representative

<u>**Other Attendees**</u>
Omar Ramos – Online Architect

Recording Secretary: Adriana Sano

I.   <u>Welcome</u>

II.   <u>ACTION ITEMS</u>

  a.   Approval of Minutes of the April 5, 2016 Meeting
       The April 5, 2016 Minutes were approved as presented.

  b.   <u>Approval of 2016 Activities List</u>
       • Jeff Enz explained to the group Activities 1-3 are carried over from last year.
       • Activities 4-19 are tasks that IT has targeted as goals for 2016.

       M/S/Finnell/ Krimm to approve 2016 Activity List as presented.

  c.   <u>Approval of Appendix B Update (Technology Plan)</u>
       • Jeff Enz informed the committee that as part of the annual review, Appendix B of the Strategic Technology Plan is being brought today for review and input. The index was disseminated prior to this meeting.
       • Jeff Enz went over the progress made this year; he indicated a color-coded legend have been added at the beginning of the Appendix. He explained the tasks from the Appendix are listed and updated on the Activity List which is updated each year and review by this committee.
       • Informed the committee that he would be rewriting the Strategic Technology Plan and bringing it back to the committee for review and input.

       M/S/C Finnell/Krimm to approve Appendix B as presented.

d. <u>Approval of action to form Ad-Hoc Committee: Video-Conferencing</u>
- Jeff Enz recommended to the committee that an Ad-Hoc Committee be established to visit the topic of a Video-Conferencing System. He indicated he would include representation from Distant Ed, and this committee.
- Discussion has begun in Distant Ed, and in HR to use Video-Conferencing with out-of-state interviews.
- Gaylla Finnell shared that some faculty in DE have been using Zoom, and CCC Confer, which are free services provided and maintained by the Chancellor's Office.
- Jeff Enz informed the committee that with Microsoft 365, Skype is included with this service.
- The Ad-Hoc Committee would review different systems and bring back their recommendation to TPC.

III. <u>**DISCUSSION ITEMS**</u>

a. <u>OEI Update</u>
- Gaylla Finnell shared with the group the focus has been on participating as a pilot college; state-wide focus has been getting ready for the fall launch of eight community colleges. During fall faculty who want to put their class into the exchange and are using canvas can have their course re-evaluated to start in the IVC Pilot.

b. <u>Canvas Update</u>
- Gaylla Finnell informed the group next year funding will be provided to pay for additional training on Canvas, this year funds were limited.
- Gaylla Finnell indicated in the Canvas shell there is no plagiarism system that can be used by faculty. OEI has made a commitment to include a plagiarism system in the fall and are looking at different systems.

IV. <u>**Discussion Items**</u>
a. <u>Section 508 Accessibility</u>
- Jeff Enz informed the group discussion have begun on where the new Accessibility Technician will be housed since Paige Lovitt has moved to Counseling.

V. <u>**ADJOURNMENT**</u>

The meeting adjourned at 1:50 p.m.