



**MINUTES**  
**Technology Planning Committee**

**Tuesday, October 3, 2017**  
**12:50 – 1:50 P.M.**  
**Building 10, Board Room**

**MEMBERSHIP**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Jeff Enz- Administrative Representative (Chair) | <input type="checkbox"/> Adriana Sano - CMCA Representative                 |
| <input checked="" type="checkbox"/> Dave Drury - Administrative Representative      | <input checked="" type="checkbox"/> Dixie Krimm – Classified Representative |
| <input checked="" type="checkbox"/> Jeff Cantwell – Chair of B.U.G/CMCA Rep.        | <input type="checkbox"/> Gabriel Gonzalez – Classified Representative       |
| <input checked="" type="checkbox"/> Mark Duva – Faculty Representative              | <input checked="" type="checkbox"/> – ASG Representative                    |
| <input checked="" type="checkbox"/> Ralph Marquez – Faculty Representative          | <input checked="" type="checkbox"/> – ASG Representative                    |
| <input checked="" type="checkbox"/> Xochitl Tirado – DE Coordinator                 |   |

**GUESTS**

James Arthur  
James Patterson  
Recording Secretary: Angie Gallo

**I. Welcome**

**II. Action Items**

**a. Approval of September 5, 2017 minutes**

Approved as presented.

**b. 2017-2022 Strategic Technology Plan – Final reading**

The Action Plan is a list of tasks – a strategic plan for every year. It is evaluated annually for approval of ongoing tasks. Committee reviewed Action Plan 2017-18. Any questions should be sent to Angie.

The Appendix B Matrix will need to be reviewed. Institutional goals link to educational master plan goals and that plays into the support matrix.

Color codes – Goal for the District is to be in the column with dark green lettering. The pink is where I.T and TPC believe the District is currently at.

Quick run through: 1<sup>st</sup> page – Current goals already reached.

2<sup>nd</sup> page – change to 1.7

2.10 – printer's copiers scanners are standardized, but phones, televisions, webcams, etc. are not – working towards the goal.

2.11 – surplus moved to end goal

3.4 – projects with SIG to improve single sign on

3.7 – have multiple copies of repository

4.6 – online knowledge base for tech support – went backwards on this – will work on having FAQ's with most common issues and solutions available online.

M/S/C Ralph/Jeff C. to approve with the Matrix formatting clean up.

### III. Updates

Jeff E. mentioned the Policies & Procedures manual will be on next month's agenda.

**a. Accreditation Standard 3C.**

Dr. Patterson explained there are 5 standards related to technology resources on campus. A lot of the questions have been addressed with the Strategic Technology Plan. Jeff E. has answered the questions to Standard 3C. What is missing is the analysis and evaluation – how the District is meeting the standards and the support for it.

TPC will review Standard 3C1 at the next scheduled meeting. Analysis and evaluation will be done through TPC. Committee will discuss 1 question per meeting so as to not overwhelm committee. Angie will send out 1<sup>st</sup> question – providing 1 month to review and think about it evaluation/analysis. Email will also include Dr. Patterson's explanation of what is needed. Standard 3C Question and answers will be placed on the next meeting's agenda as discussion. At the end of year, or when questions are all completed, TPC will approve completed document.

**b. OEI**

OEI is part of a consortium. The goal is to offer online classes that any student can easily enroll in if they are currently enrolled with a community college. Right now, student has to apply to multiple colleges if they want to take classes at multiple colleges. With OEI – completion is its intent – so once registered, a student can then register for classes at any college in the consortium.

IVC has been part of the OEI for 4 years. The goal of the OEI is offering courses through consortium Spring 2018. The concern right now is with counselling – cannot go live if there are no online counselors available. There was a setback with equipment requirements that were not communicated to IVC. Also, just learned we have no schedulers in training to schedule these in counseling area. Xochitl is working with counseling department to get all these issues resolved. Xochitl explained IVC will not get kicked out of consortium if it doesn't go "live" spring 2018. She stated there are several colleges that are falling behind.

**c. Canvas**

Xochitl provided a brief update – IVC is now on Canvas. She is trying to figure out if there is analytical section to establish actual users within Canvas. Canvas has been working fine and she has been receiving less questions. There is an event this Thursday and Friday on campus for training. Xochitl stated she sent a survey to all faculty, full-time and part-time and only received 45 responses - yes they are using Canvas. Trying to collect data.

ASG representatives were asked if their instructors are using Canvas – 1 said all current instructors are using Canvas in classes, 1 said 2 out of 4 instructors are using it, another said instructors are new and don't know Canvas.

State evaluated ERP systems – RFP won by Canvas and state funded it for those who wanted to use it.

**d. Windows 10 workshops**

New computers moving to Windows 10 – new chipsets require Win 10, there is no option for Win 7. For this year, there will be no labs affected. Maybe next year. Jeff Enz has scheduled a few workshops for Windows 10 overview for those on campus who would like to see the changes.

Comment: Lab #2724 taking long to load (2-3 min to reestablish profile).

In general, students are ok with Windows 10. Jeff asked ASG if they wanted to schedule a workshop, to contact IT.

**e. NINJIO**

NINJIO is a security awareness software the District recently signed an agreement with. It provides security videos on topics such as phishing attacks – please click here – not from bank, etc.

Asked for feedback from those in attendance who had already started using NINJIO and the response were positive including that videos are clear and questions on comprehension are not overtasking. Incentive for others to use NINJIO - offer certificates of completion or incentive after completion.

**IV. Discussion Items**

**a. New Project Request form**

The form that was recently approved by Cabinet is a replacement to the previous computer quote request form. The new form asks for more detailed information on projects. It helps Cabinet understand the entire project request, what the department/division is trying to accomplish and plan for funding – both immediate and refresh. The form must go through area VP for approval and should be included in the department/divisions program review.

**V. ADJOURNMENT**

**Meeting adjourned 1:48pm**