



TECHNOLOGY COMMITTEE MEETING

Minutes

October 20th, 2023

11:00am – 1:00pm

In Person Room 1434/35

1.0 Call to Order

Start Time: 11:07am

Present: Emery Stafford, Christy Pruitt, Brandon Tofanelli, Sheree Marcos, Chris Farmer, Claudette Shatto, and Maria Villagomez.

Note: Gary was unable to attend, Daniel is away from the office, Matt Cowell is manning the matinee showing of Wizard of Oz and it is the Ellucian Teams travel day.

2.0 Introduction of Guests

3.0 Adoption of Agenda

3.1 October 20, 2023

Approval motioned by Christy Pruitt, seconded by Claudette Shatto. All in attendance approved.

4.0 Approval of Minutes

4.1 September 22, 2023

[Draft of Minutes 9-22-23](#)

Approval motioned by Christy Pruitt, seconded by Brandon Tofanelli.

5.0 Public Comments/Announcements

N/A

6.0 Information Items

6.1 Update from Ellucian

Emery made requests to Daniel, Jim, Mike, and Greg to write a written report. The Wi-fi work has begun. Emery talked to the Team on campus. Clarifying question to prioritize

the library. Feels should be a priority. Great wifi in 1000 building. Trying to do work this is getting in the way. Integration of Courseleaf is being worked on.

Written report – document

Are we supposed to be suggesting things, does it need to be outsourced. Members confirmed. Like to recommend future action. Need to address bylaws. Will DTC intervene. Will discuss more later.

7.0 Discussion Items

7.1 Minimum Classroom Technology Standards – [document](#)

Christy is the chair of the ETC-DE committee. She was able to solicit help from her committee to draft this section. Use for revised part of tech plan or use as helpful information. They don't know who is drafting the tech plan anymore. The hope is for it to go to cabinet and the Ellucian team to inform what they are writing. Recommendation for Academic Senate. Updates – this will go up on the senate committee webpage, 24-25 draft in process. It would be renewed through the Academic Senate each year. The bunch of tables will be moved to the end. Probably request unit plan request get copied to chair and Emery. Pointed out section written like please make this happen on the Ellucian end. Communication plan, and website with how-to guides. Suggestion for communication plan drafted. Handbook in the classroom. Inventory that we can access. Live 25 was also noted. Checkout process for devices. SLA's. I would like to request an Owl. Who will be taking care of these things now. Clear inventory, checkout plan, communication plans. ... Brandon was thanked for his expertise. Chrity is hoping that this document is reflected in the new tech plan.

Emery asked for further discussion. Claudette and Maria further discussed. Standards for classroom list did not include this, however members noted that it might it make sense to include request to a small device charging station in the classroom because students run out of battery. Will these standards apply to all classrooms? One size fit all. Specialized disciplines may also have other needs as well. Conversation had in senate. Having a clear checkout process for media player etc. want this to be standard for now for all classrooms.

Members wanted to go back to the students. Maybe add a communications section for large scale disruption communications. Why didn't the message get communicated out? What would the feeling be. Should it be IT or interim CIO. Asking senior IT personnel onsite to send communication immediately or other appropriate parties. Members would like to decide now. Chris will talk to

Dr. Mora to reach out directly to those students. Concerns will also be brought up with Dr. Powell. Emery asked about making this recommendation to Dr. Mora. Expect action about 4:00pm. This communication is being drafted by Emery with feedback from the membership.

7.2 Bylaws Draft Discussion - [document](#)

Emery asked for discussion about this draft document. There are two options. The first clarifies the DTC role. The President expressed support for option one and encouraged chair of Planning and Budget to agree. He wants us in this role. Committee members were disappointed that no one from Ellucian was in the meeting today. Members also wondered who created the project intake form and what the process was. Where is it going and who will do the prioritization. Solicited first tech initiatives. If they are going to do it and skip the DTC, they should go with option B because it has been outsourced. Solicit one. Taking ourselves out of oversight role to support and endorse instead.

Main one is initiative one and making recommendations for funding. Can't do that one without them. Can't serve as focus group if not asked... need IT or Ellucian – here is a product to be a focus group. Maybe looking at focus group for how long MFA times out for. Can just say we don't want to service anymore if it was a waste of time. Need to hear from Ellucian if they will allow recommendations.... when Emery spoke to Greg, he learned they will work within our governance structure. We have a committee that is doing this. They have never come to a meeting. The biggest issue is reviewing the body for tech plan. Have been developing tech plan for years, never had the authority to yes or no. The Committee wants to clarify its role. I have tech initiatives from faculty to go to document above for now. Issue with number 2 on this list. processes where recommendations from both bodies.

Make recommendation to go to cabinet. Chris was in support of going with A. B is useful because space to technology problems to not eat up other committee time. The focus is for all constituency groups to have their voice heard. option B silos all constituency groups. A is better. Members are willing to take option A if it does not work it can be revisited.

Questions that came up, notes reviewing and endorsing, making recommendations for funding, and removing oversight. Understanding Ellucian will originate tech plan and give it to both IT and DTC to move through our process. Brandon asked if any other Committees on campus provide oversight. Now the committee waits for a vote. Committee took a break.

Brandon shared his experience. How will the committee orient themselves with Ellucian here for the next 5 years. Procurement went to budget first before DTC. It does not have to come to DTC first. There are bigger conversations. Planning & Budget is title five protected. Members asked if we agree that these are District Committees right now board manual = shared governance that make recommendations to the President. No promise that procurement assurance that documentation goes to DTC. What is the recourse when that does not happen? No recourse currently. Like option 1, you and Jim can work it out. Accreditation is coming and they will ask. Option A – reviews and endorses. If it does not come here, they are still noting the truth. Thinks that helps. Need to see the commitment from the other Committee. Can't vote on anything yet.

Initiative forms – where will they go if we pick option A.

More information to come on the above.

8.0 Action Items

8.1 Committee will vote on bylaws proposal.

Tabled for next meeting as the Committee lost quorum.

9.0 Adjournment

End time: 12:45am

Chris farmer moved to adjourn, seconded by Claudette Shatto

Distribution

*Daniel Vega – Co-Chair
Emery Stafford – Co-Chair
Christopher Farmer
Matt Cowell
Claudette Shatto
Gary Strommen*

*Maria Villagomez
Christy Pruitt
San Lu
Brandon Tofanelli
Vacant – ASNVC,
Student Rep*

Agenda & Minutes Only

*Eileene Tejada
Danielle Alexander
Jim Reeves
Amber Wade
Dr. Torence Powell*

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*Administrative Bldg.
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