

# Technology Development Council Minutes

# April 24, 2019 3:00 – 5:00, S-218

**MEMBERS**

| **Name** | **Representing** | **Present** | **Absent** |
| --- | --- | --- | --- |
| Dave Phillips | Administration (P) – VP of ITR (Chair) | X |  |
| Carla Johnson | Administration (P) - Dean of Student Affairs (Interim) | X |  |
| Céline Pinet | Administration (P) - Distance Education Coordinator | X |  |
| Bala Kappagantula | Administration (P) – Director of ITR |  | X |
| Mostafa Ghous | Administration (P) - Dean of South County Educational Services | X |  |
| Matthew Trengove | Administration - Director of Institutional Research | X |  |
| Deborah Stephens | Academic Senate – Faculty, Librarian (Co-Chair) | X |  |
| Emily Brandt | Academic Senate – Faculty, RCP |  | X |
| Elizabeth Morales | Academic Senate –Faculty, Computer Lab |  | X |
| Cheryl O’ Donnell | Academic Senate – Faculty, Computer Lab | X |  |
| Brian Palmer | Academic Senate – Faculty, Math |  | X |
| Nancy Wheat | Academic Senate – Faculty, Biology |  | X |
| Yousef Al-Shinnawi | Associated Students of Hartnell College | X |  |
| Remel Gloria | Associated Students of Hartnell College |  | X |
| Shawn Pullum | CSEA | X |  |
| Laura Otero for Stephen Otero | CSEA | X |  |
| Suzie Payne | Classified Manager - Controller |  | X |
| Kenneth Stuart | L-39 – Custodian, Maintenance & Operations |  | X |

## CALL TO ORDER & INTRODUCTIONS Dave Phillips

## ACTION ITEMS

1. Minutes from April 3, 2019 Dave Phillips

Adopted as amended

1. Evaluation of Governance Effectiveness All

* minutes/agenda posted earlier
* identify action item vs. information
* report back on actions taken post-meeting
* explain what software under discussion does, inventory what programs are already in use - Dave will bring technology disaster plan that lays out programs and acceptable downtime. CIS-20 plan also requires software inventory. Need volunteers to serve on workgroups
* pilot projects should come through TDC
* Discussions based on anecdotal reports instead of data, opinions without support. Get agenda out sooner, with supporting data, give members a chance to gather information in support or opposition. Rubric for technical evaluation; Laura will bring draft to next meeting
* How to support virtual attendance for remote attendees? Provide ConferZoom link for every meeting
* Use rubric to evaluate proposed acquisitions before requesting demos.
* Time limit for discussions?
* Suggestion to submit items for area reports in advance to Dave, have time at end of meeting for ad hoc reports
* Norms for meetings, respect for all opinions, reminder of norms if discussion gets heated
* Extend invitations to people affected by council recommendations
* Suggestion to have campus users come in to explain how they are using current technology

1. Pronto App Recommendation All

Duplication with ConferZoom and CraniumCafe. Pronto provides translation to support ELLs (important as an HSI), but no captioning (ADA compliance).

5 opposed, 2 in favor, 4 abstentions

## AREA REPORTS / REQUESTS / QUESTIONS

1. Students Student Reps
   1. ASHC elections, lots of candidates, lots of votes.
2. Faculty Faculty Reps
   1. drop dates, drop window over spring break, faculty would like reminders of drop dates, need to be sure that students who should be dropped get dropped. Can dates be loosened a bit, or enable back-dating? Need to involve A&R, admin, faculty.
   2. Updating from Windows 7? Support ends Feb 2020. Can no longer install windows 7 on new machines, will be transitioning to Windows 10. Library needs to transition off of Voyager before upgrading to Windows 10.
   3. We need a solution for printing for students early morning and late night. Extended hours (24-hour?) technology center for students will be in Tech master plan.
3. Staff Staff Reps
   1. need more IT staff. Could a grant-funded position be created?
4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services) Area Reps

none

1. Subcommittee Reports
   1. Online Services Committee Bala Kappagantula

tabled

* 1. Data Analytics and Reporting Team Matthew Trengove

tabled

* 1. Advisory Research Group Matthew Trengove

tabled

## OTHER ITEMS / BRIEF ANNOUNCEMENTS

1. Announcements All

none

1. Next Meeting Date: May 22, 2019 All

## ADJOURNMENT Dave Philips