



PASADENA AREA COMMUNITY COLLEGE DISTRICT

DISTRICT TECHNOLOGY STANDING COMMITTEE MINUTES

Wednesday, October 24

1:00 PM – 3:00 PM

L106

Members: Candace Jones, Masood Kamandy, Matthew Kiaman, Leslie Tirapelle, Joyce Miyabe, Alexander Marositz, Michael J. Ihrig, Jason Bettrue, Dustin Tamashiro, Manuel Cerda

Absent: Danielle Rapue, David Evans, Devern M. Fleming; Nairi Zograbyan, Dustin Tamashiro, Manuel Cerda

AGENDA

Call to Order

- I. Roll Call
Attendance recorded
- II. Public Comments
There were no public comments
- III. Review and approve October 10, 2018 meeting minutes
Deferred to November 7 meeting.
- IV. Review Data Stewardship BP, AP
Draft policy reviewed and discussed. In general, Data Custodians are the Subject matter Experts who are supported by ITS. A Vice President might be the lead to find the Data Custodians in their respective area. The VP Human Resources, VP Student Services, VP Administrative Services are likely candidates and should also probably include the VP of Instruction.

Masood Kamandy suggested we include a process flow diagram and it was agreed that we add that as an appendix so any changes to process flow will not have to go for formal revision to Campus Council.

Committee members discussed various aspects related to the 2.3.3 and procedural issues. Leslie Tirapelle suggested adding more types of confidential data from FERPA to 2.3.3

- *Special Needs*
- *Certain directory information (some may be confidential)*



Action: *Committee members were ask to review the documents sent in email by Matthew Kiaman and provide feedback before the next meeting.*

V. Review Accessibility BP

Draft policy reviewed and edited. Alex Marositz will share with DSPS staff before it is forwarded to Campus Council. Candace Jones will meet with Crystal Kollross to review policy submission standards and share findings at the 11/7 meeting.

VI. FY18-19 goals

Accessibility advocacy continues to be an important topic for the committee. Under the umbrella of Accessibility, the committee proposed the following for continued discussion:

- *Training and Support – Masood Kamandy reported he will be taking “Creating Accessible Course Content” in November*
- *Awareness campaigns – Alex Marositz suggested PCC should celebrate Global Accessibility day on May 16, 2019.*
- *Accessibility Health Check – Candace Jones suggested the committee produce a report that reviews the current state of accessibility at PCC and offer recommendations.*
- *Accessibility Ally (champion) - Alex Marositz suggested ways to help train and empower others. We did not have a chance to finish this conversation and will do so at the next meeting.*

VII. Next meeting

Next meeting is November 7 at 1:00 p.m. in C233.

VIII. Adjournment