



**Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.**

**Title of Meeting / Committee Name:** District Technology Committee  
**Date:** October 23, 2019  
**Location:** G1

**Chair(s):**  
Candace Jones  
Jeffrey Winter

**Name of Person Taking Notes:** Jeffrey Winter

**I. Call to Order**

**II. Review and approval of meeting notes**

**III. INFORMATION ITEMS**

1. Review Committee
2. Review Membership Charge

**IV. OLD ITEMS - DISCUSSION AND POSSIBLE ACTION**

1. Review FY18-19 Summary

**V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION**

1. FY19-20 Goals
2. Attendance norms

**VI. ANNOUNCEMENTS**

- None

**VII. ADJOURNMENT**

**Member Notes:**

**Item I.**

Meeting called to order at 3:00 p.m.

**Attendance:** Candace Jones, Jeff Winter, Dustin Tamashiro, Danielle Rapue,; Nairi Zograbyan, Joyce Miyabe, Mark Mintz, Michael J. Ihrig, Jason Betrue, , Juan Leon, Eamon Conklin, Manuel Cerda

**Item I.**

First meeting of term. No minutes need approval.

**Item III.1, III.2**

We need an additional representative from Classified Senate due to the separation of Devern Fleming.

**Item IV**

Committee reviewed the FY18-19 summary accomplishments.

**Item V.1**

**Brainstorming FY19-20 goals:**

- PDF accessibility problem – need training to make the data 5 way compliant (accessible)/what forms need to be on the portal/digital signatures;
- Policies – Physical Security, Network Security, Monitoring Policy, Website pruning policy
- Accreditation regarding Standard 3 and this committee should review that standard and make any recommendations;
- Security Awareness Training (anyone touching student records) and annual cyber security training (email scams, password etiquette)
- Training on what is OER;
- Possible Data Standards (Standard process such as putting information into Banner);
- Review under-utilized resources that are not be used efficiently and provide recommendations (3D printers, printers without ink).

Ideas will be an sent to all members to vote on the top three ideas.

**Item V.2**

Please make every effort to attend meetings. The meetings will be only one hour every two weeks. If you miss more than one meeting this semester, the membership of this committee will be discussed with this member to make sure they can still be on the committee. ConferZoom will also be available for those that cannot be physically at the meeting.

**Item VI**

No announcements

**Item VII**

Meeting adjourned at 4:00 p.m.

**Accreditation Related:**

- Review Standard III at next meeting

Next meeting is **November 6, 2019 at 3:00 p.m.**

