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**Title of Meeting / Committee Name: District Technology Committee**  
**Date: November 20, 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. None

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

2. Review Accreditation Standard – update
3. Update on Adobe Signatures

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

4. Sub-committee Updates
  - Policy Committee
  - Data Standards
  - Electronic Accessibility Program

**VI. ANNOUNCEMENTS**

- None

**VII. ADJOURNMENT**

**Meeting Minutes:**

**Item I**

Meeting called to order at 3:04 p.m.

Attendance: Candace Jones, Jeff Winter, Matthew Kiaman, Danielle Rapue,, Nairi Zograbyan, Joyce Miyabe, Mark Mintz, Michael Ihrig, Jason Bettrue, Dusting Tamashiro, Juan Leon, Eamon Conklin, Manuel Cerda

**Item II**

Review and approval of October 23, 2019 meeting minutes. Approved with two abstentions.

**Item III**

None

**Item IV.2**

Brainstorming session on Accreditation Standards III. C Technology resources – group came up with additional evidence for the accreditation standard; Orientation, Cybersecurity course and evaluations, Smart Room Technology refresh, Canvas, Equity Dashboard, Task stream for annual updates. Suggested new survey for faculty and staff. This information will be passed on to the accreditation committee responsible for the standard.

**Item IV.3**

Update on Adobe signatures: Adobe does not have a workflow process like DocuSign. There have been initial discussions with DocuSign. The Human Resources area have been the first group identified for the pilot.

**Item V**

Committee updates

- a. Policy Updates – goals will center on delivering at least four policies. The group hopes to include Disaster Recovery, Network Security, Physical Security, and Logging and Monitoring.
- b. Data Standards – goal is to review other systems outside of Banner for data standards. The original data standards were only written for Banner. Sent out a questionnaire.
- c. Electronic Accessibility Program – conduct and accessibility educational campaign. The other goal is to recommend and new position. Candace shared she added this to her ITS annual update request. Ally is a new software for accessibility and will have a soft launch in Spring 2020. Name Coach is another software in Canvas where students will be able to pronounce their names so the instructor can say it properly. This may be used for graduation as well.

**Item VI**

DTC will need to change the date of the December 4<sup>th</sup> meeting since many of the ITS representatives will be at a conference. Committee will confer via email to select a new date

**Item VII**

Meeting Adjourned at 4:05 p.m.

**Next meeting: December TBD, 2019 at 3:00 p.m.**