



## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### DISTRICT TECHNOLOGY STANDING COMMITTEE

Thursday, June 2<sup>nd</sup>, 2016  
10:00 AM – 12:00 PM  
President's Conference Room, C-233

**In attendance:** Matthew Kiaman, Mark T. Sakata, Jeffrey Wojcik, Elizabeth Wood, Robert Lee, Susan Bricker, Mark A. Gutierrez, Todd J. Hampton, S. Alexander Marositz, Michael J. Ihrig

### Minutes

#### Call to Order

- Meeting was called to order at 10:09 am

#### I. Public Comments: None

#### II. Approval of March 22<sup>nd</sup>, April 7<sup>th</sup> and May 5<sup>th</sup> 2016 Meeting: Notes will be delayed until the next meeting

#### III. Reports:

##### Enterprise Software Projects List (Mark G/Susan B)

- 25 Live mobile access to be rolled out
- College Scheduler is being prepared
- Degree Works pilot with students starts week of June 6
- Link between Degree Works with College Scheduler will be tested in the future
- Waiting for a contract with Lexmark Imaging
- Conversion of course articulation data to be moved into Banner by July
- QLess waitlist management was shown at a management meeting – works in conjunction with SARS GRID
- By end of year system will allow student refunds by debit card, direct deposit and paper check

##### College Computing (Todd H)

- Equipment ordered long ago is arriving
- Sending out for a lot of technology bids
- Exploring unified pay for print options
- Working on updating the standardized computer configuration
- Testing Windows 10 this fall in BIT, in preparation for eventual campus deployment

##### Accessibility Group (Alex M)

- Examples of Policies and Administrative Procedures from other colleges are being reviewed.

##### Web Development Team (Michael I)

- Website content creation is 69% complete. Preparing for June 29 launch date
- Old website to remain available for 1 year internally

- Error 404 pages will be redesigned to be friendly and informative
- Links in luminous portal to the main website will be updated prior to launch
- Dave Smith is developing a shared governance app to replace Portal

#### Working Groups – Matthew

- College Council is deciding the structure, formal guidelines, and membership for working groups.

#### IV Discussion:

##### BP/AP 6365 Contracts – Accessibility of Information Technology

- Current policy is a non-discrimination policy, it does not match the focus on accessibility contained in Section 508.
- Accessibility Team is reviewing policies from other schools. CSU uses a multi-tiered approach based on the impact that the purchase has on the campus.
- Community College League of California templates address the purchasing of technology
- How will the campus handle existing contracts, e.g. the Web CMS update was not accessible?
- Does this address open source technologies implemented by individuals on campus?
- There could be one policy that goes beyond AP 6365 and states that all college technology needs to be accessible, and there could be separate procedures to cover purchasing and internal review for accessibility
- Crystal K will be invited to the next meeting to advise us

##### BP/AP 3720 Computer and Network Use

- Members to review and make edits on the Google Drive

##### Technology Master Plan Adoption Schedule

- Draft timeline was presented to the group
- Members should complete first draft edits by June 15.

#### V. Future Agenda items

- Conference rooms are equipped differently. It was requested technology is available in each location, e.g. zoom technology.

#### VI: Next Meeting

- June 30, 2016, 10 am -12 pm, in C-233

#### Adjournment

- The meeting was adjourned at 11:34 am