



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: May 15, 2020

Location: G1

Virtual Meeting: <https://cccconfer.zoom.us/j/93408008133>

Name of Person Taking Notes: Jeffrey Winter

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

Attending the meeting via Zoom were: Candace Jones, Jeff Winter, Joyce Miyabe, Michael J. Ihrig, Mark Mintz, Manuel Cerda, Nairi Zograbyan, Juan Leon, Dustin Tamashiro, Roberto Juado,

Absent: Leslie Tirapelle, Eamon Conklin, Jason Bettrue, Danielle Rapue

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

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

5. End of year report

VI. ANNOUNCEMENTS

6. None

VII. ADJOURNMENT

AGENDA

I. Call to Order

- Meeting called to Order by Candace Jones at 11:06 a.m.

II. Review and approval of meeting notes

- No Action

III. Informational Items

- None

IV. OLD ITEMS – DISCUSSION AND POSSIBLE ACTION

2. Review Accreditation Standard – update
 - a. Candace Jones received draft copy of the technology submission in January. Provided feedback and additional evidence. Draft version will be submitted to committee for review when made available.
3. Update on Adobe Signatures
 - a. ITS is currently testing an automated workflow process. PCC requested the Adobe workflow option to be turned. This functionality will be used for signatures that saves a workflow rule i.e., certain signatures are needed for approval for the next step of the document.
 - b. Human Resources and DSPS are using it. Suggested areas that should use it are C & I, Teacher Evaluations. All of these need the Workflow algorithm.
4. Sub-Committee Updates
 - i. Policy Committee
 1. Approved all policies that are done.
 - ii. Data Standards
 1. Sub-committee will write a summary of what they did this year (Joyce Miyabe will take the lead)
 - iii. Electronic Accessibility Program
 1. Outreach for accessibility around campus i.e., standard emails
 2. Need for accessibility person on campus. (We have made recommendation for this person. Mark Mintz will take the lead to write the recommendation.

V. NEW ITEMS - DISCUSSION AND POSSIBLE ACTION

5. End of year report
 - a. Each subcommittee will do a draft that will go in the end of the year report.
6. Prepare formal recommendation for hardware policies in the school will be taken up for next year.
 - i. i.e., If you have out of warranty equipment you have to give it back to get new equipment.

May 29, 2020 at 11:00 a.m. is next meeting.

Meeting adjourned at 12:03 p.m.