



**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
DISTRICT TECHNOLOGY STANDING COMMITTEE AGENDA  
2019 – 2020 End of Year Report**

The District Technology Committee (DTC), focused considerable energy on updating and / or creating new board policies and administrative procedures, evaluating campus-wide data standards, and electronic accessibility concerns. Brief descriptions of each subcommittees work are outlined below.

***Policy Subcommittee:***

The District Policy Subcommittee drafted and approved the following technology related policies. The following new or updated policies and procedures will be submitted for review and approval to College Council in the Fall of 2020.

**AP37XX – Bring Your Own Device (New)**

*Purpose and Scope*

The purpose of this mobile device policy is to define standards, procedures, and restrictions for end users who have legitimate requirements to access the District's data from a mobile device connected to an unmanaged network outside of Pasadena Area Community College District's (PACCD) direct control.

**AP37XX – Network Security (New)**

*Purpose and Scope*

The objective of this Administrative Procedure is to describe controls required to protect Pasadena Area Community College District (PACCD) information and systems. Network infrastructure must be configured securely in order to protect PACCD systems and maintain network integrity and availability. Effective network security will reduce potential vulnerabilities and help to enforce secure access to PACCD information and technology.

**AP3728 – Physical Security (New)**

*Purpose and Scope*

All Pasadena Area Community College District (PACCD) information systems must be properly protected from potential physical and environmental threats to ensure the confidentiality, integrity, and availability of the data contained within. This Administrative Regulation provides describes physical access methods, visitors, data center security and media disposal.



### **AP3729 – Logging and Monitoring (New)**

#### *Purpose and Scope*

The objective of this Administrative Regulation is to document the requirements for logging and monitoring at Pasadena Area Community College District (PACCD). PACCD monitors its IT infrastructure so that potential security incidents can be detected early and dealt with effectively.

### **AP3729 –Cell Phones (New)**

#### *Purpose and Scope*

The Pasadena Area Community College District (PACCD) has identified the need for selected employees to use cell phones, wireless handheld devices, and hands-free devices for College business purposes. The District will provide eligible employees with either an allowance for approved phone service and equipment or a District owned cell phone plan and equipment, based on the recommendation from the employee's area Vice President. This procedure is intended to limit the number of eligible employees where a business necessity exists.

### **BP3720 –Cell Phones (Update)**

The rights and responsibilities of academic freedom, freedom of expression, and ethical behavior apply to the use of these college computing and voice transmission resources. In that regard, PCC respects the privacy of the communications of its employees and students while they are engaged in acceptable use of these resources. The college does not however guarantee that these communications are completely private. Employees of the PACCD should act in accordance with their respective Professional Ethics Procedures.

### **AP 3721 - Electronic Communication and Appropriate Use (Major Revision)**

#### *Purpose and Scope*

The objective of this Administrative Procedure is to provide requirements and procedural steps for the Pasadena Area Community College District's (PACCD) electronic communication and systems.

Electronic mail and messaging services (such as instant messaging, chat, fax, and voice mail messages) are a means to transmit information. Email and/or messaging services are not, in and of themselves, a college record series for which a schedule exists. However, electronic messages may contain content which raise them to the level of an official record that is subject to established information retention and disposition policies. In addition, electronic messages stored on college information resources are subject to discovery and can be used as evidence in the event of litigation.



### ***Electronic Accessibility Work Group***

The workgroup for Electronic Accessibility Program met to discuss strategies to meet the college's Section 508 and ADA mandates. Discussions included using flex day trainings, quick tips in email and partnering with different departments on campus to do Universal Design for Learning focused training that integrates accessibility into mainstream document design.

**Recommendation:** The District Technology Committee recommends a full-time accessibility specialist position that can be dedicated to resolving difficult document accessibility questions, leading outreach, training, and determining accessibility of software and where necessary help develop equally effective academic accommodation plans. Subcommittee group members did individual research, identifying similar positions at other institutions, and collating job duties for discussion.

### ***Data Standards Work Group***

The workgroup for Data Standards met to review the original standards created in April 2014, primarily during the initial Banner implementation.

To that end, expanding and enforcing data standards across systems:

- Reduces the creation of duplicate records and promotes uniform data entry in Banner
- Produces accurate reports from data entered in Banner
- Promotes equity-minded language usage within the data standards

**Recommendation:** The District Technology Committee recommends that the data standards created for the Enterprise Resource System (ERP) which is Ellucian Banner be used as the standard for all information systems that host student, employee or faculty data.