

PASADENA AREA COMMUNITY COLLEGE DISTRICT

DISTRICT TECHNOLOGY STANDING COMMITTEE

Thursday, September 15th, 2016
10:00 am – 12:00 pm
President's Conference Room, C-233

Call to Order: 10:11 am

I. Roll Call:

Members Present: Matthew Kiaman, Mark Sakata, Jeffrey Wojcik, Elizabeth Wood, Robert Lee, Lan Truong, Susan Bricker, Mark Gutierrez, Todd Hampton, Alex Marositz, Michael Ihrig, Jasmeet Dhillon

II. Public Comments:

None

III. Reports

Todd H. reported that the AVG antivirus suite was in the process of being updated on all campus computers.

3 open forums were held to obtain comment on the TMP, at Colorado, Rosemead and Foothill campuses. The majority of feedback was provided online. A summary of comments was reviewed at the DTC meeting.

IV. Approval of minutes for May 5 and August 18, 2016:

The minutes approved with minor changes.

V. Discussion

DTC Meeting Schedule: Matt K - Two regular meeting schedules were discussed, meeting every 3 weeks vs. meeting once per month. The committee elected to meet once per month.

Open forum and online comments regarding the TMP:

1. There is a need for more power outlets for students. It is possible to identify areas where students would like to have access to power. Mark S - Also consider the mode of power, for example power outlets, or portable charger solutions. Collaboration may be needed between Facilities and District Technology Committees.

2. Printing: A new pay for print system could reduce revenue for the hosting department. Can these departments receive some of the revenue under a new system to replace revenue lost from the previous system? Todd H - There are several models that the college can consider. Matt K - When implementing a unified printing system, we will be sensitive to ensure there is not a major impact upon departmental budgets. Alex M - Encouraging instructors to accept electronic documents can be viewed as an equity issue for students who must incur the cost of printing. Todd H. and Alex M. to work on a statement to this effect.

3. Digitization: Archiving of paper documents. Recommended that the plan be amended to include a definition of archive to refer to administrative documents for example in Human Resources, fiscal and student records.

4. Training and support: More LancerPoint training support is needed. We need to make sure the training resources are available and continually updated to account for changes in technology. It was recommended that we need to identify ownership for the different constituent groups students, faculty and staff who will create and update the support resources. There needs to be a training materials creation process and a process for updating support resources.

5. Wi-Fi coverage and speed: Upgrades are already included in the TMP for Wi-Fi, one seventh of the network will be updated annually. Enhancements to cell coverage using repeaters on campus was recommended.

6. Process for evaluating new enterprise software solutions. District Enterprise Applications/Service Add, Modify Request form to be added to the TMP. Mark S. asked if a definition of Enterprise Application could be added. Susan R., Mark G. and Michael I. will work on a definition of the software that will be included on this form.

VI. Future Agenda items

1. Digital signatures policy. and procedures.
2. Syllabus pilot project

VII. Next Meeting

Friday, October 21, 2016

Adjournment: 12:03pm