



## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### DISTRICT TECHNOLOGY STANDING COMMITTEE

Friday, October 21<sup>st</sup>, 2016  
10:00 AM – 12:00 PM  
Library Terrace Room, LL306

**Members:** Matthew Kiaman, Jeffrey Wojcik, Maureen Davidson, Elizabeth Wood, Robert Lee, Lan Truong, Carrie Starbird, Susan Bricker, Mark A. Gutierrez, Todd J. Hampton, S. Alexander Marositz, Michael J. Ihrig, Susan Roig, Jasmeet Dhillon, Samantha Salomon

**Resources:** Stephanie Pulcifer (Facilities), Crystal Kollross (Institutional Effectiveness)

### Adopted Minutes

Call to Order – 10:10 AM

I. Roll Call

a. *Absent: Robert Lee, Carrie Starbird, Susan Bricker, S. Alexander Marositz, Susan Roig, Jasmeet Dhillon, Samantha Salomon*

II. Public Comments

III. Reports

a. Matthew –

1. Feedback from College Council on Technology Master Plan draft from the College Council constituents included adding wireless printing in the student printing and implementing a uniform method to backup data for employees with Macs.
2. Equity workshops during Flex included technology related training on making documents accessible, open educational resources and using Microsoft Office.

IV. Approval of minutes 9-15-2016

V. Discussion

a. The group discussed goals for the District Technology Committee in 2016-17 and agreed on the following 5 goals

1. **Develop, update and/or adopt procedures**
  - **BP/AP 3720 - Computer and Network Use**
  - **BP/AP 3740 on District websites**
  - **BP/AP 3411 Accessibility of Electronic and Information Technology**
  - **AP 6365 AP 6365 Accessibility of Information Technology**
2. **Assess feasibility of developing standing or ad-hoc working groups to review enterprise software and end user computing adds/changes**
3. **Develop and audit a catalog of district software and services**

**4. Work with the Professional Development Committee and Strategic Communications & Marketing to structure and advertise ongoing technology and data security training for new and existing employees.**

- *Mark suggested adding a note to update our procedure to add general banner training before/when access to Banner is granted.*
  - a. *Lan added she has received training like this and didn't find general training useful. Functional area training is more valuable.*

**5. Review progress on the recommendations in TMP.**

VI. Future agenda items

- a. Bring in a Professional Development Committee member and SC&M resource (can be separate meetings) to join DTC in discussing technology training.

VII. Next meeting

- a. Thursday November 10<sup>th</sup>, in C217

VIII. Adjournment – 11:23 am