



PASADENA AREA COMMUNITY COLLEGE DISTRICT

DISTRICT TECHNOLOGY STANDING COMMITTEE

Thursday, December 15th, 2016
10:00 AM – 12:00 PM
Library Terrace Room, LL306

Members: Matthew Kiaman, Jeffrey Wojcik, Maureen Davidson, Elizabeth Wood, 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)

Approved Minutes

Call to Order - 10:09 A.M.

I. Roll Call

- a. *Absent: Jeff Wojcik, S. Alexander Marositz, Susan Roig, Jasmeet Dhillon, Samantha Salomon, Crystal Kollross (Resource).*

II. Public Comments – *No members of the public were present*

III. Reports

a. Technology Master Plan

- i. Matthew K. reported the Technology Master Plan was approved by College Council on 12/8/16. The next step is review by the President before going to the Board of Trustees.

b. Project updates

i. Todd Hampton Reported:

1. *Instructional equipment orders are being placed pending budgets being loaded. An estimated 520 computers and laptops are being upgraded.*
2. *Windows 10 is being tested*

ii. Mark Gutierrez Reported:

1. *Lexmark – The server environment is ready. 6 servers were needed. Susan B. noted that TES will be integrated into Lexmark with an interface back to Banner to streamline transfer equivalency.*
2. *DegreeWorks has been running.*
3. *Lan recommended adding the schedule of classes to the homepage like a few other colleges. Michael I. indicated that extensive research was done in identifying what should and shouldn't be on the homepage but that he would review the colleges mentioned by Lan to see if there are opportunities for improvement. He also recommended further discussion offline as needs arise.*

iii. Matthew K Reported:

1. *Anti-requisites are creating issues during registration for some students because Banner can only handle mutual exclusions whereas the District's catalog calls for a one way exclusion for most anti requisites. Alternatives are being investigated with Student Services and*

Instruction. Lan added that anti-requisites might protect students when transferring and not getting sufficient credits.

IV. Approval of minutes 10-21-2016 – *Approved by all present members except for Susan Bricker who abstained due to her absence on 10-21-2016.*

V. Discussion

a. Enterprise software/services list

i. As identified in one of the DTC's annual goals, a first draft of a software and services list/catalog was provided to the DTC. Matthew K. asked members to review the list, verify information and to email him information on additional software and suggestions on adding columns for additional information to the list.

b. Membership and software review

i. As presented in appendix G of the proposed Technology Master Plan, a formal review of proposed enterprise software and services. This review will assess for duplication of existing district solutions, accessibility and total cost of ownership. This review process will require a body to conduct the review. The District Technology Committee agreed to serve as this body and bring in relevant resources when reviewing specific software or technology services.

c. AP 6365 - Accessibility of Information Technology

i. The group briefly reviewed the draft. Maureen will follow up with DSPS to develop language to review a purchase if the vendor elects not to agree to the provision stated in the draft AP.

d. BP/AP 3720 – Computer and Network Use

i. A draft update to AP 3720 was presented to the group by Matthew K. The group took a first pass in making changes to the draft in sections 1 (Applicability) – 3 (Acceptable Use). The group will review the draft offline and resume updating the draft at the next DTC meeting. Susan Bricker offered to add language regarding FERPA.

VI. Future agenda items - *None*

VII. Next meeting

a. 2/9/16 in C217

VIII. Adjournment – 11:45 A.M.