

District Technology Committee (DTC)

Thursday, February 8, 2018

2:00 p.m. – 3:00 p.m.

Room: TLC (Library)

Minutes

Committee Members: Kyle Billups (Chair), Fred Harris, Jan Bernstein-Chargin, Fran Lozano, Shawn Mulcare, and Dana Young

Resources: Sabrina Lawrence, Eric Dietze, Saul Salinas, Karl Sachtleben, and Debbie Britt-Petty (Recorder)

Absent: Ron Hannon, Rebecca Kinman, Kathleen Moberg, Wade Ellis, Jane Maringer-Cantu, Eric Ramones, Candice Whitney, and Veronica Martinez

I. **Call Meeting to Order at 2:10 p.m.**

A. **Additions/Deletions to the Agenda:** Sabrina would like to talk about the OEI Application.

II. **Approval of December 14, 2017 Minutes:**

Pending a change by Sabrina (Item C. a.)

MSC (F. Lozano/K. Billups) 5 ayes, 0 nays, 1 abstain to **approve**.

I. **Information Items**

- A. **Technology Master Plan Initiatives:** Now that the Educational Master Plan is in place and the Facilities Master Plan is on schedule to be approved in the near future, it is time to start considering the Technology Master Plan. To start the planning process, Kyle will be sending out Initiatives to different areas and would appreciate receiving them back as soon as possible. Kyle stated that the vision is to have a 5-year plan that will be updated annually with a budget included. It will help us look ahead so we have everything we need, instead of constantly upgrading after the fact and being behind on our technology. Sabrina suggested a student survey to understand what students' technology expectations are. This can help steer us as well.
- B. **Status on Printer Upgrade and consolidation Project:** Eric stated that "anywhere printing" now works. IT is looking at removing the old desktop printers this summer. Kyle will communicate this to staff and faculty ahead of time. Those who have brought printers from home will be encouraged to remove them because everything will be picked up. The outstanding printing issue at this time is Banner printing.
- C. **IT Security Workshop:** The Chancellor's Office provided training on security. Saul attended this workshop and stated that new and very rigid regulations are coming out, and there will be high expectations regarding formalizing security measures. They are taking this very seriously. For example, if a breach is suspected, an e-mail needs to be sent to the Department of Education immediately or schools can face a major monetary penalty. It is possible that an IT Security person who reports directly to the President will be necessary to formalize a security plan and manage IT security under these new regulations.
- D. **Web Accessibility:** Karl attended a Web Accessibility Workshop. This is another important area that will need a thorough update on Gavilan's website. It was reported that people are finding websites that are not accessible and suing. Karl looked at a demo for "Site Improve." It finds accessibility errors on websites. He said the demo was good, and Kyle suggested that

WebHeads take a look at it and provide a recommendation to the committee.

Sabrina stated that the Universal Access Task Force is working on this as well. She noted that a big issue is that all videos have to be captioned “exactly.”

- E. **BoardDocs:** Jan informed the committee that we have purchased BoardDocs. Cabinet and the Board have already been trained on using it. It is a web-based software that automates board memos, agendas, and minutes. It contains a library and everything is accessible and searchable. We are looking to start using BoardDocs for the March 13th Board Meeting.
- F. **All Campus E-mail:** Jan reported that e-mails to “all Gavilan” are starting to get watered down because it is being used for so many different things. People are starting to ignore them. She said that we need to come up with some guidelines and standards, as well as what kinds of messages are appropriate for using e-mail to “all.” She asked for input. Sabrina suggested a form, so that people will have guidelines to give all the information that is necessary. A digest for other things, such as baby announcements, etc. was suggested. Fred asked if we can use the public folders in Outlook. Apparently this function is not turned on. This subject will be discussed further.

G. **Sub-Committees/Ad Hoc Groups:**

- a. **Instructional Users Group:** The biggest issue at this time seems to be the My Gav login glitch. Kyle stated that Ellucian claims it may be solved with an upgrade to the system. IT will be doing this over Spring Break, so hopefully this will solve the issue.

Sabrina explained the OEI (Online Educational Initiative). The goal is to have an exchange where students can look for classes that they need that are offered elsewhere. For example, if a student needs a certain math class, but it is full or not offered where they currently go to school, they can go online and find a college that offers it and take it. Sabrina said we will be submitting an application for the next cohort.

- b. **WebHeads:** Jan said there will be a meeting on February 23rd at 9:00 a.m. They will be talking about accessibility.

Fran suggested having an “upgrade day,” where everyone comes together to make their pages accessible. Perhaps during Spring Break.

I. **Next Meeting:** Thursday, March 8, 2018 in the TLC.

II. **Report Out to Constituent Groups:** A reminder to report out.

Meeting adjourned at 3:34 p.m.