| **CO-CHAIRS** | **ASSOCIATED STUDENTS OF GROSSMONT COLLEGE** | **ADVISORY** |
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| Matt Calfin | Mario Bojorquez | Michael Reese |
| Michael Stewart, Faculty Co-Chair | Blanca Valdez | Marsha Gable |
|  |  | Bill McGreevy |
|  |  | Asma AbuShadi |
|  |  | John Stephens |
|  |  | Sang Bai |

| **ACADEMIC SENATE** | **CLASSIFIED SENATE** | **ADMINISTRATORS’ ASSOCIATION** |
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| Michael Lines | Dawn Heuft | Michael Copenhaver |
|  | Pat Murray | Loren Holmquist |

| EX-OFFICIO | RECORDER | GUESTS |
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| Courtney Williams | Michele Martens | James Cho |
| Janet Gelb |  | Deanna Thompson |
| Aaron Starck |  |  |
| Dave Steinmetz |  |  |
| Carl Fielden |  |  |

| ROUTINE BUSINESS | |
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| 1. Welcome and Introductions | Co-chair, Michael Stewart, was not able to attend today. There were several guests and new members, so the group did a round of introductions. Matt introduced our three new advisory members: Asma AbuShadi, from District IT; John Stephens, a Network Specialist II from Instructional Computing Services (ICS); and Sang Bai, the Instructional Computing Facilities Supervisor. Also, Dave Steinmetz, will serve as the ex-officio representative from Instructional Media Services (IMS). We also welcomed guests: Deanna Thompson, the Web Development Support Specialist and James Cho, a Network Specialist II from ICS. |
| 1. Open Comment | None. |
| 1. Additions/Deletions to Agenda | None. |
| 1. Approve Meeting Notes & Follow-up | The March 11, 2019 minutes were approved. |

| NEW BUSINESS | |
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| 1. Committee Membership Additions | There were some gaps in membership that needed to be addressed. We were missing an ex-officio rep from IMS support, and Dave Steinmetz has filled that gap. The Co-Chairs also appointed three new advisory members: Asma AbuShadi from District IT, John Stephens from Instructional Computing Services, and Sang Bai, the Instructional Computing Facilities Supervisor. Pat Murray asked for a report on how our GC Technology Committee composition compares to the composition of Cuyamaca’s Technology Committee. (This was an action item from our last meeting.) Matt did investigate and found that we now mirror Cuyamaca’s composition in all areas but for the IMS representative. Cuyamaca’s IMS rep attends in an advisory capacity and on the GC committee the IMS rep serves as an ex-officio.  The fact that we have new members coming on board does not mean we have to go over our established policies and norms. Since the IMS Representative was already a member of the committee and the two new members are serving in an advisory capacity, no updates or reviews are needed at this point.  Ryan Cline from IMS did attend the first meeting and he was unsure as to his role. Pat Murray mentioned that the website says Ryan is serving as a Proxy. The question was raised as to whether or not an advisory member can send a proxy in their stead and the answer is yes.  Another question that was raised was: Who determines/appoints Ex-Officio members? Is it the constituent groups or the Co-Chairs? |
| Overview of Technology at Grossmont College | After the IT presentation at our March meeting, the committee asked that we have other tech-heavy areas talk about what they do as well. As such, we have presentations today from Sang Bai, Dave Steinmetz, John Stephens, Deanna Thompson, Asma AbuShadi, Dawn Heuft, and Carl Fielden  Asma works with District IT and she is currently the Project Manager for Student Services. Her work is heavy on the software end of things to include: SARS, Document Imaging, Colleague, DARS, (degree audit), etc. She is located near Aaron Starck in Admissions & Records. She does not work with lab administration as yet, but this could be beneficial in the long run as ICS offer some short cuts and also assist with student services.  Carl is the Accessibility Resource Center (ARC) Specialist. He is proficient in Learning Disabilities and he also teaches. He also oversees the Assistive Technology Center (ATC) where students are able to utilize specialized software and hardware. Carl also consults with faculty, staff, and managers regarding making stations, instruction, DE Classes, labs, etc. compliant. The question was raised as to whether or not we currently have standards in place to dictate such compliance. Carl said he and his team have developed a set of standards on campus that includes hardware and software. Some of the specialized software available in the ATC includes: productivity software to assist in classwork/focusing; speaking/reading software; text magnification; alternative keyboards and mice; and assistive listening devices. Carl and his staff are also available to consult on new furniture. Currently the campus is undergoing the development of new furniture standards and Loren is working with Patrice Braswell, the ARC Coordinator, on this project.  Matt displayed a technology team flow chart for his division. It includes ICS, IMS, Web Development Support Specialist, Instructional Computing Facilities Supervisor, Help Desk Specialist, and the DE Coordinator, Janet Gelb. While Janet does not technically report to Matt, she is integral in developing all things DE. Janet works with faculty and staff to ensure DE Classes are correctly created and supported. She also develops best practices for DE and sits on several committees both locally and state-wide. She also does canvas training for incoming DE instructors. Currently we have 306 fully online classes for Spring 2019 plus 58 hybrid courses. We continue to increase the number of online sections each year.  Dawn works very closely with Janet in supporting DE on campus. Dawn’s biggest role is that of faculty support for Canvas. Along with Janet, Dawn also supports faculty who integrate Learning Tools Interoperability (LTI) resources. LTI makes it possible for instructors to integrate third party tools and vendors into their Canvas shells without students even realizing they are using other tools. Dawn is also instrumental in training, including accessibility issues. She also supports the web team when needed.  Deanna is the Web Development Support Specialist who is responsible for website. Currently she is working mostly on the website redesign project. Once this new website is done she will train staff on software we use for website upkeep. Deanna mentioned we will be moving from Cascade to a new content management software in the near future. Some areas of her focus include web graphics and the organization of department pages. Deanna works with Dawn and Janet to help faculty support their webpages. The committee asked what Lorena Roggero’s role is regarding the website. Lorena is the Public Information Officer and she focuses more on marketing for the website; she is responsible for the more front-facing pages like calendars, events, tracking views, where our website is being viewed (cities, countries), etc. The GC web team consists of Matt, Deanna, Lorena, Dawn.  Sang is the Instructional Computing Facilities Supervisor and he oversee the GC Help Desk Support Specialist, Raul Rios. They provide support for faculty and lab classrooms. They are the day-to-day support for the campus. Their upcoming projects include rolling over faculty machines in buildings 20, 30, 31, and 60. They will also assist with lab rollovers this summer. Sang mentioned the Remedy Force software that is currently being used internally to report problems with technology. Once all the kinks are worked out, all users will have access to Remedy Force and be able to submit their requests for help electronically and be able to track their “Problem Ticket” in the system.  John is one of three Network Specialists in the Instructional Computing Services office. Some of their tasks include installing new hardware, creating, testing, and imaging computer systems in the classes. They are the Level 2 type support to Sang’s Level 1 support. Currently, the three of them support 1500 PCs and 200 Macs on campus. They also support, install, and maintain 32 servers and 35 printers around campus. They work directly with District IT, IMS, and the Help Desk. Each year there is $200,000 allotted for campus-wide rollovers-an allocation that has not changed in many years. Their upcoming projects include the rollovers and implementation of Office 2019 and Adobe 2019. They also help with automation and examine/recommend software to make the end-user’s experience smooth.  Dave is the Coordinator for the Instructional Media Services office which consists of three total staff members. They provide AV support for 200 areas on campus including setups and tear-downs for events in lobbies, student center, quad, gym, outdoors, classrooms, conference rooms, theater, etc. They also handle AV setup and tear-down for off-campus events and they are the *only* staff available in the evenings. They are also responsible for all the digital signage around campus.  After the presentations, John suggested and Matt agreed that we should invite some instructional staff to share their duties with the Tech Committee as well. These are the people who implement and monitor the day-to-day machinations in their areas once ICS and/or IMS have done their piece. Some examples of such staff would include Susan Richardson in Photo/Media Comm; Chemistry and Theater Arts staff, etc. |
| Next Meeting Date | Due to Memorial Day, there is no meeting on the calendar for May. The committee would like to meet and decided on May 13th from 11:00-12:30. The room is to be determined. |
| Technology Request Forms | Matt sent the committee Cuyamaca’s Technology Request Form that was recently ratified. He asked the Committee to share with their constituent groups and get feedback. We will need to develop the same type of form for GC. Matt suggested we invite Kerry Kilber-Rebman to come to our next meeting to discuss their form and the process involved in its development. Bill noted that the Cuyamaca form was designed to fold into their Annual Unit Plans. We need to do the same but also plan for off-cycle requests, too. The Committee agreed. |

| COMMITTEE REPORTS | |
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|  | None. |

| DISCUSSION ON PREVIOUS AGENDA ITEMS | |
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|  | None. |

| FOR CONSENSUS | |
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| FOLLOW-UP | | |
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| Who | Item | Timeline |
| Matt | Compare our current membership to the membership listed on the website. | Before next meeting on May 13, 2019. |
| Matt | Check with GOSC leadership to find out who appoints the ex-officio members. | Before next meeting on May 13, 2019. |
| John and Pat | Compile a list of staff who work with technology on campus who would be willing to come share their duties with the Committee. Email completed lists to Matt. | By next week. |
| Michele | Find room for May 13th meeting. | By next week. |
| Matt | Invite Kerry Kilber-Rebman to next meeting. | Before next meeting on May 13, 2019. |

| 1. WORK AHEAD  * Announcements * Preparations for future meetings |
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| NEXT MEETING: May 13, 2019 from 11:00-12:30 in the College Conference, Room 10-106 |
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