| CO-CHAIRS | **ASSOCIATED STUDENTS OF GROSSMONT COLLEGE** | **ADVISORY** |
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| [x]  Matt Calfin | [ ]  Mario Bojorquez | [ ]  Michael Reese |
| [x]  Michael Stewart | [ ]  Blanca Valdez | [ ]  Marsha Gable |
|   |  | [ ]  Bill McGreevy |

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

| EX-OFFICIO | RECORDER | Guests |
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| [x]  Courtney Williams | [x]  Michele Martens | [x]  Gloria Pollard, Backup Recorder |
| [ ]  Janet Gelb |  | [x]  Chris Tarmin |
| [x]  Aaron Starck |  | [x]  James Cho |
| [ ]  Instructional Media Tech Support |  | [x]  Andy Timm |
| [x]  Carl Fielden |  | [x]  John Stephens |

| ROUTINE BUSINESS |
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| 1. Welcome
 | Visitors—Chris Tarman, Associate Vice-Chancellor, Research, Planning, & Technology Gloria Pollard, Backup Recorder for Technology Committee James Cho, John Stephens, Andy Timm, Instructional Computing Services |
| 1. Additions/Deletions to Agenda
 | Gloria Pollard, the backup recorder, trained today and the committee agreed it was okay for Gloria to record meeting.  |
| 1. Approve Meeting Notes & Follow-up
 | February 25th, 2019 minutes approved.  |
| 1. Presentation by Chris Tarman, Associate Vice Chancellor for Research, Planning, and Technology
 | Chris is available to come any time, specifically when important issues/decisions are being addressed. He handed out the PowerPoint he created that outlines the IT Department Reorganization, Current Projects, Information on Security, and Future Projects. Chris mentioned there is a new philosophy in the IT Department. There are now three IT Directors who have taken over the day-to-day operations of District IT: Steve Abat, is the Director Technical Services; Michael Carr is the Director Enterprise Systems; Jerry Williamson is the Director Computer Services. The reorganization and addition of staff has proven to be budget neutral as the contractors we were utilizing were very expensive. Chris brought back in-house support rather than relying on consultants and off-campus contractors. The new org charts can be found on the TCC website.After undergoing a Business Process Analysis (BPA), the issues that need to be addressed first are: how requests are handled and prioritizing projects. In the past, projects were handled as they came in. As the campus technology requests flowed into district IT, some projects were taken out of turn as there was no transparency. The BPA resulted in new processes and prioritization norms. The scope of work (SOW) needed for projects was missing from the process and this SOW is an important factor when ranking projects. Both Colleges will prioritize their projects and look at total costs *and* maintenance of new technology. Requests (tied to program review) will come to the GC Technology Committee for prioritization. If District resources are needed, the Technology Committee will forward on to TCC. Chris displayed the “Districtwide Technology Committees” chart and stated that, with the implementation of a new governance structure, this chart in flux. Chris talked about the Colleague Student Information Systems Projects and mentioned the issues we encountered when launching the Self Service function alongside WebAdvisor last semester. This will not happen again. IT plans to invest more time/attention over the next few years on the available Colleague features rather than bringing in a new system. WebAdvisor will live for no more than a year and then we will go strictly with the Self-Service module within Colleague. Chris updated the Technology Committee on the status of ongoing projects, like eliminating all Windows 7 users. W7 will not be supported much longer. Chris asked to committee to get new computers now if anyone is even thinking about it. This would help IT as all new computers come equipped with Windows 10.The Help Desk ticketing system, Remedy Force, will have the workflow built in and this allows the system to route to the appropriate team. This will be very beneficial as users will not need to know who they need to contact; the system will know this. This feature will also allow users the ability to follow the status of their request.The Information Security plan is in progress. The vital first step is to ensure employees receive training and learn how to spot potential breaches of our systems. Assessment ongoing. Response plan coming. Some of IT’s upcoming projects include Curriculum Management, Colleague Financial Aid, Retention Software, and MS SharePoint. Dawn Heuft asked if the College’s technology committees weigh instructional projects differently than administrative. Chris said the SOW process will help with sorting the priorities and resources assigned to each project. The Tech plan for district is in the works and will include projects through 2022. Pat Murray would like to ensure there is input from various college and constituent groups before the District’s IT plan is finalized. It’s important that constituent groups are offered a chance to contribute before the plan is rolled out. A Technology request process is pending. Cuyamaca currently has theirs in place and it is fine right now, but still a work in process. Asma Abushadi attends Cuyamaca’s Technology Committee meetings and the GC Technology Committee would like her and perhaps Michael Carr to attend ours. Michael could attend as he is available in an advisory role. Matt will invite Asma to next month’s meeting and see if Michael is willing to be an advisory member as well. John Stephens is concerned there is no ICS representative on this committee. Matt/Michael Stewart will look at Cuyamaca’s Technology Committee composition and we will discuss mirroring ours like Cuyamaca’s.  |
| COMMITTEE REPORTS |
|  | None. |

| DISCUSSION |
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| 1. An Overview of Technology at Grossmont College
 | Not addressed. |

| FOR CONSENSUS |
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| 1. Next meeting date
 | April 22, 2019. |
| 1. Okay to Record This Meeting
 | Yes.  |

| FOLLOW-UP |
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| Who | Item | Timeline |
| Matt/Michael | See if Asma can attend our meetings regularly. | Before April 22nd. |
| Matt | See if Michael Carr can attend as he is available as an advisory member.  | Before April 22nd. |
| Team | Decide on Asma’s role on the committee.  | April 22nd. |
| Matt/Michael | Confirm Cuyamaca’s Technology Committee composition. | Before April 22nd. |
| Team | Decide on mirroring Cuyamaca’s Technology Committee’s composition.  | April 22nd. |
| Matt/Michael | Add “ICS Presentation on Technology” to next agenda.  | Before April 22nd. |

| 1. WORK AHEAD
* Announcements
* Preparations for future meetings
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| NEXT MEETING: April 22, 2019--Talk about GC Technology. |
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