| **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 |

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

| EX-OFFICIO | RECORDER | Proxy |
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| Courtney Williams | Michele Martens | John Stephens (Classified) |
| Janet Gelb |  |  |
| Aaron Starck | **Guests** |  |
| Instructional Media Tech Support | Nabil Abu-Ghazaleh |  |
| Carl Fielden | Patrice Braswell |  |

| ROUTINE BUSINESS | |
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| 1. Welcome and Introductions | Done. |
| 1. Open Comment | None. |
| 1. Additions/Deletions to Agenda | Add: Matt-Discuss goals of this semester (from College Council) and future meeting dates.  Guest speaker: Nabil Abu-Ghazaleh  Nabil welcomed and thanked the committee for their participation. He went on to say the most important part of our new governance structure is clarity of information. Members are connected to their constituency groups and these groups will receive updates from all the committees. An important issue the Technology Committee will address is the establishment of long-term (5 year) technology plans. And, the implementation stage is key once the planning has been completed. This committee will lead the institution in planning and developing implementation timelines while leaning on our mission that stresses equity. |
| 1. Review Technology Committee Purpose and Responsibilities | The Technology Committee reviewed the purpose and responsibilities of the committee.  Some of the topics discussed included:  The Technology Master Plan not updated since 2014, and it was a four year plan (2011-2014).  What metric will be used to prioritize tasks/requests?  The Committee needs to prioritize based on the Annual Unit Plans (AUP), but how will we address urgent requirements that may need to be implemented?  How will currency maintenance in technology be achieved?  John can provide guidelines/baselines for staying current on both hard- and software.  The committee would like to see collaboration with powers above us: specifically District IT. A great concern is the lack of staff to support new technology.  The new governance structure will help as these committees will filter through College Council. The Technology Committee will provide a unified list of priorities to the Council. From there, the Council makes recommendations to the President who then sits on the [Technology Coordinating Council](https://intranet.gcccd.edu/tcc/default.html) (TCC). It is through TCC that the President will advocate for the Technology Committee’s recommended actions. To close the loop-when accepted, the operational committees will implement and feedback will be filtered back the Technology Committee through operational committees that representatives from the Technology Committee, such as Matt, sit on. District IT has been asking for prioritized lists and this new structure will deliver this need.  The Committee needs to better understand District IT functions.  It is important for the Technology Committee to have an enhanced understanding of District IT. Matt will reach out to Chris Tarman and ask him to an upcoming meeting. |

| NEW BUSINESS | |
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| 1. Defining Meeting Norms | Norms:  Members agree all are equal in the room.  Members agree that before voting on major issues, members will have time to discuss with constituent groups. And, voting might be done electronically.  Members agree to a public vote, using “thumbs up, down, sideways.” How members vote will not appear in the minutes, only whether or not a vote is passed.    Members agree future agendas will have a time estimate for each topic on said agenda.  Members agree that we will use name tents.  Members agree guests will *not* be sequestered.  Members agree we will use the “Parking Lot” to post discussion ideas that do not fit into the current discussion. These parked ideas will be addressed at a later date.  Current topics in the parking lot:  Developing a guest rubric.  Voting electronically. To include the process, discussion of time limits, and always doing “Reply All.” |
| 1. Overview of Technology at Grossmont College | This agenda item will be discussed at the April meeting when the representative from IT visits.  Committee would like to learn about technology at GC and the District. John agreed to discuss technology as it relates to ICS. Also, which IT department supports faculty, staff, labs, students, etc.  Committee discussed possible presentation by the ex-officio members as to the current status of technology in their areas. This topic will be discussed at April meeting. |
| 1. Future Meeting Dates | There will be an additional meeting to get oriented to current technology with IT.  We will try to schedule Chris Tarman on March 11, our usual 11:00-12:30. If this time does not work, we will offer April 8, same time, as backup. The date will be confirmed once Matt knows which date works for Chris Tarrman. The committee was asked to hold both dates. |

| COMMITTEE REPORTS | |
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|  | None. |

| DISCUSSION ON PREVIOUS AGENDA ITEMS | |
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|  | N/A |

| FOR CONSENSUS | |
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| 10. | None |

| FOLLOW-UP | | |
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| Who | Item | Timeline |
| Matt | Request District IT to visit and outline the different functions of their department. Chris Tarman will visit alone. | By Friday, March 1. |
| Matt | Send committee members the descriptions of the different committees and their charges. | By Friday, March 1. |
| Matt and Michael Stewart | Add agenda item #5, Overview of Technology at Grossmont College, to the April agenda. | By April 22nd. |
| Committee Members | Look over the docs sent by Matt before next meeting. | By April 22nd. |
| Committee Members | Hold both March 11 and April 8 for additional meeting with IT. | Now. |
| Matt and Michael Stewart | Add Matt’s addition to this agenda (#2) to our next meeting: Discuss goals of this semester (from College Council) and future meeting dates. | By April 22nd. |

| 1. WORK AHEAD  * Announcements * Preparations for future meetings |
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| NEXT MEETING: Either March 11 or April 8, 2019, and then April 22nd. |
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***Committees are to establish norms***

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council/committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

## *Rules of Engagement*

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

* There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
* Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity in consensus building means including diverse perspectives at all levels of the organization.
* Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
* Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council/committee members are encouraged to ask questions of clarification.
* Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
* All members should be mindful of the language used in discussions, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded approach that focuses on the negative and why an initiative, idea, or project can't get done.
* All council/committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee’s charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.
* Once consensus is reached after deliberation, council/committee members will support the group's recommendation.