

TECHNOLOGY COMMITTEE

Minutes– September 16, 2024

2:00 PM – 4:00 PM

Co-Chairs:

Dave Richert
Millie Owens

Members:

Aaron Albright
Shane Baesemann
Ramyar Alavi-Moghaddam
Jonna Schengel
Arianna Kennedy
Jose Lezama Duque
Jeremy Mallouf
Jonathan Lara

Purpose

- Make recommendations to District Governance Senate on policies, planning and other matters related to technology
- Monitor and report on Technology Plan
- Continue environmental scan of institutional technology
- Update technology standards
- Monitor compliance with Technology Standards
- Serve as a forum for dialogue on ongoing technology projects
- Coordinate practices using technology

1. Meeting called to order Monday, September 16, 2024, at 2:04PM
2. In Attendance: Dave Richert, Millie Owens, Jonna Schengel, Jeremy Mallouf, Aaron Albright, Jose Lezama Duque, Shane Baesemann
3. **Organizational Topics:**
 - a. **Committee Membership:**
 - i. Dave Richert discussed the membership of the committee, mentioning the roles of various members including faculty representative, classified staff, and student representatives.
 - b. **Office Election:**
 - i. Shane Baesemann was initially nominated for second Co-Chair, but after some discussion about potential conflicts with his teaching schedule, Millie Owens was nominated by Dave Richert. Aaron Albright second the motion. Motioned carried.
 - c. **Approval of Meeting Minutes:**
 - i. The committee reviewed and approved the minutes from April 15, 2024. Jonna Schengel moved to accept the minutes, and Jeremy Mallouf seconded the motion. Motion carried.
 - d. **COS Governance and Decision-making Manual:**
 - i. Dave Richert discussed COS Governance and Decision-making, available on the COS website and encouraged members to familiarize themselves with it.
 - e. **Review/Update By-laws:**
 - i. Dave Richert discussed the functional statement and bylaws of the Technology Services Committee, suggesting changes to the meeting schedule from twice a month to once a month. The committee voted and agreed to this change.
 - f. **Meeting Schedule:**
 - i. The committee agreed on the meeting schedule for the year, deciding to meet on the first Monday of each month, with some adjustments for holidays and the start of term.
 - g. **COS District Objectives:**
 - i. Dave Richert reviewed District Senate objectives for the year highlighting goals related to increasing FTEs, transfer readiness, course success rates, and effective use of data. He emphasized the role of technology in supporting these objectives.

4. Other:

a. Upcoming Projects:

- i. Dave Richert outlined several upcoming projects for the year, including selecting new helpdesk software, a new portal software, and rolling out Banner 9 self-service.
- ii. In addition, he mentioned the need for a policy on generative AI use, improving technology procurement processes, cybersecurity training, and redundancy for systems and networks.

b. Committee Collaboration:

- i. The committee discussed ways to improve collaboration and communication, including the idea of a technology newsletter, better onboarding processes for new faculty and staff, and the potential for a physical helpdesk on campus.

5. Meeting Adjourned at 3:10PM