

Peralta Community College District

PBIM - District Technology Committee (DTC)

Template for Meeting Minutes

Date of Meeting: May 1, 2015

Present: Vina Cera, Mary Louise Zernicke, Mike Orkin, Antonio Barreiro, Sampathraj Balamurali, Ahmad Mansur, Sharon Millman, Adrien Abuyen

Chair/Co-Chair: Calvin Madlock, Antoine Mehouelley, Fabian Banga

Guests: Ranell Holmes

Facilitator: Karolyn van Putten

Absent: Brian Adair

Agenda Item	Committee Goal	Strategic Planning Goal and/or Institutional Objective	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order			8:30 AM		
1. Review and Approval of Agenda			Agenda was approved unanimously without revisions as presented, motioned by Vina Cera Second by Antonio Barreiro		
2. Review and Approval of Minutes from May 1, 2015			Minutes from May 1, 2015 meeting approved unanimously as presented, motioned by Vina Cera, Second by Antonio Barreiro.		

<p>III. Postponed PeopleSoft District Mobile Apps</p>	<p>Monitor development and implementation of District Strategic IT Plan...</p>	<p>A.1 Student Access D.3 Institutional Effectiveness D.3 Expand the use of technology</p>	<p>- Chair/Co-Chair Dr. Banga Fabian Banga recommended this URL to verify whether or not your website is mobile friendly: https://www.google.com/webmasters/tools/mobile-friendly/</p> <p>- Ranell Holmes mentioned that we need to modify our PeopleSoft to make them mobile friendly which includes:</p> <ul style="list-style-type: none"> • Improving Student Enrollment • Accessing to Peralta Website <p>- AVC Madlock mentioned that the district website is working on the mobile application by making sure its mobilized district-wide.</p>		
<p>IV. Implementing Early Alert</p>	<p>Monitor development and implementation of District Strategic IT Plan...</p>	<p>A.1 Student Access A.2,A.4 Student Success A.1 Student Equity Planning</p>	<p>-AVC Madlock presented Early Alert timeline that includes:</p> <ol style="list-style-type: none"> 1. Requirement gathering 2. Process Mapping 3. Test Planning 4. System designing 5. Functional specification <p>-Evelyn Lord asks if it will be ready by August 2015.</p>		

<p>V. Update on survey development: Identifying staff application training needs in preparation for recommendation of Lynda.com or some other training resource</p>	<p>3. Develop a plan for assessing, improving, addressing staff tech skills and training needs...</p>	<p>D.3 Institutional Effectiveness E.1 FTES/FTEF Target E.2 Budget to improve Student Success E.4 Support Quality Instruction</p>	<p>- AVC Madlock mentioned that the update on survey development for training needs include:</p> <p>Admins and HR Classified, who want more on PeopleSoft not on Lynda.com, but other areas will be covered. Faculty and staff</p> <p>-Chair/Co-Chair Dr. Banga mentioned that OER resources may be an alternative/compliment to Lynda.com.</p> <p>– Madlock wants to move forward with the staff survey within the next three weeks.</p>		
<p>V1. Classroom Scheduling Software Update</p>	<p>1. Monitor development and implementation</p>	<p>D.3 Institutional Effectiveness E.1 FTES/FTEF Target E.3 Fiscal Oversight</p>	<p>- AVC Madlock mentioned that classroom scheduling software plan is to be developed by October, 2015.</p> <p>- Co-Chair Dr. Banga mentioned that two events will</p>		

<p>XI. Distance Education Support and Planning</p>	<p>of the District Strategic IT Plan</p>	<p>A.2 Student Success D.3 Institutional Effectiveness E.1 FTES/FTEF Target</p>	<p>happen in BCC which includes: UNA Daily</p> <p>Both will take place Tuesday and the presentation will be recorded.</p>		
<p>VIII. Draft of Process Recommendation from ENG regarding instructional technology standards</p>	<p>1.Monitor development and implementation of the District Strategic IT Plan</p>	<p>D.2Institutional leadership and Government D.3 Institutional Effectiveness</p>	<p>- Co-Chair Mehouelley mentioned in the last ENG meeting that there should be an update with Technology.</p> <p>- AVC Madlock presented the draft updated on technology that the IT techs should collect data every year.</p>		
<p>IX. VOIP Implementation Plan and Committee Goal #1 District Strategic IT Plan Update</p>	<p>1.Review and recommend a process for updating instructional technology standards</p>	<p>D.3 Institutional Effectiveness D.3 Fiscal Oversight D.4 Expand Use of Technology</p>	<p>- AVC Madlock mentioned that VOIP Implementation will be done by September, 2015.</p> <p>- AVC Madlock mentioned that the Colleges did a good job.</p>		

<p>X. PBC presentations on Colleges IT Budget Requests & IT Prioritization list (to PBC)</p>	<p>5. Monitor development and implementation of the District Strategic IT Plan</p> <p>5. Advocate for financial resource to address technology TCO</p>	<p>D.3 Institutional Effectiveness D.4 Expand Use of technology E.3 Fiscal Oversight</p>	<p>-Evelyn Lord presented the Sierra Migration. She wants it a priority for the next academic year.</p>		
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New Business			This item was not covered.		
Meeting Adjourns: (Next) Meeting of AY 2014-15: September 11 , 2015			12:00 noon		

Minutes taken by: Fathia Mohamed

Attachments: All documents and/or handouts for this meeting can be found at:

- Copy of District Technology Strategic Plan - Budget as of 5/1/ 2015
- PCCD –Security Job Description-
- DTC Agenda- May 1, 2015
- DTC Minutes- May 1, 2015