



**PCCD Planning and Budgeting
Integrated Model (PBIM) Committee Meeting
District Technology Committee (DTC) Minutes
November 2, 2018, 11:30 a.m. – 1:30 p.m.
District Board Room**

Membership - District Technology Committee (DTC)

| Name | Role | Name | Role |
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| Minh Lam | Chair, VC of IT | Kelly Pernel | Co-Chair, Faculty IT Representative |
| Balamurali Sampathraj | COA IT Representative | Tim Hackett | Faculty IT Representative |
| Roberto Gonzalez | Classified Representative | Antoine Mehouelley | Director of Technology Services |
| Rupinder Bhatia | Director of College IT Services | Mark Swiencicki | PFT Representative |
| Richard Theole | Classified Representative, SEIU 1021 | Vincent Koo | Berkeley City College IT Representative |
| Inger Stark | Distance Education Committee Representative | Syed Hussein | Merritt College Rep |
| Patricia Rom | Merritt College IT Representative | Keiko James | Note-taker (District) NON VOTING MEMBER |

Present:

Minh lam, Chair, VC of IT
 Rupinder Bhatia, Director of College IT Services
 Vincent Koo, College IT Committee Representative, Berkeley City College
 Syed Hussein, Merritt College Rep
 Richard Theole, Classified Representative, SEIU 1021
 Patricia Rom, Merritt College IT Representative
 Antoine Mehouelley, Director of Network Services
 Inger Stark, Distance Education Committee Representative
 Kelly Pernel, Co-Chair, Faculty IT Representative
 Mark Swiencicki, PFT Representative
 Keiko James, Note taker, Non-voting member
 Corey Hollis, Note taker, Non-voting member

Guests:

Spencer Moore

Absent:

Roberto Gonzalez, Classified Representative
 Tim Hackett, Faculty IT Representative



| Agenda Item | Committee Goal | Strategic Plan Goal | Outcome |
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| I. Standing Items | | | |
| -Call to Order | N/A | N/A | 11:32 am |
| -Adoption of the Agenda | | | Adopt 2NOV18 regular meeting agenda as is. <i>Motion: Mehouselley, Swiencicki</i> <i>No objections.</i> |
| -Approval of Minutes | | | Approve meeting minutes from 5OCT18 and 7SEP18 <i>Motion: Inger, Mehouselley</i> <i>With 7 Yays, and 3 abstentions the motion carries.</i> |
| -Public Comment | | | N/A |
| -Sub Committee Reports | | | College Reports Berkeley City College <ul style="list-style-type: none"> • Installing gigabits at BCC. One gigabit installation. <ul style="list-style-type: none"> ○ One gig for annex With AT&T ○ 10 gig for main campus • Installing energy saving power strips with Intellasocket to wireless monitor that will regulate the electricity in the building. • District will assist with firewall replacement. • AV equipment at BCC affected by leaks. COA N/A Laney <ul style="list-style-type: none"> • Replace blue phones. <ul style="list-style-type: none"> ○ Phones are currently replace but are not operational at this time. • Install SMART equipment in 71 classrooms at Laney College. |



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| | | | <ul style="list-style-type: none">• All Laney Classrooms will have SMART capabilities after this installation. <p>Merritt</p> <ul style="list-style-type: none">• Co-worker retiring in CIS, critical need for another employee.<ul style="list-style-type: none">○ Retirement estimated time June 2019.○ Employee has 90 days of leave which may push retirement to Late January or February 2019• Will advocate for fulltime hire in the position.<ul style="list-style-type: none">○ New hire will need to have knowledge of 3 generations of SMART classroom technology.○ President Dr. Burns is aware of the issue.• Elevator at Merritt College now operable.• Repaired AT&T antenna that caught fire above the Merritt College Library.• Merritt College website in need of repair.<ul style="list-style-type: none">○ Website has security breach issues.○ Need to hire freelance Web developer to fix the website issues. <p>District N/A</p> <p>Distance Education</p> <ul style="list-style-type: none">• Transitioning to Academic Affairs from Information Technology (IT).• Working with Minh Lam to build stronger relations between IT and DE.• Helpdesk is doing well.• In discussions with Faculty members to Create canvas shells |
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| | | | using blue print and talk about the Equity Rubric. |
| -Chair/Co-Chair Report | | | <p>Chair N/A</p> <p>Co-Chair Kelly Pernell</p> <ul style="list-style-type: none"> • Department chairs received online review. • May be a bug in the program review platform. • Steering committee – Chancellor will encourage members to convene an advisor group. |
| -Chancellor's Report | | | N/A |
| II. Carried-Over and New Items | | | |
| A. State Authorization Reciprocity Agreement (SARA) Syed Hussain | | | <ul style="list-style-type: none"> • Syed Hussain - Students and teachers want to participate in online classes in other states. Credits can be honored from other states through SARA. Need guidance on who deals with SARA at Peralta District. Human Resources (HR) and DE are unclear as to who deals with SARA issues. • What is the ask for the DTC regarding SARA? <ul style="list-style-type: none"> ○ Syed Hussain will send copy of emails that went back and forth from HR and DE. ○ SARA is not required to hire faculty from another state to teach. ○ One strategic goal is to increase online learners at Merritt College. <ul style="list-style-type: none"> ▪ Almost at 25% for Merritt college. ○ DTC needs information on the compliance issues regarding SARA and if we |



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| | | | <p>are in compliance to with SARA in how we currently offer courses at Peralta District campuses, we will move forward with offering curriculums in compliance with SARA</p> <ul style="list-style-type: none"> ○ Who will manage the SARAs as an administrator? <ul style="list-style-type: none"> ▪ Contact state chancellor’s office for clarity on SARA. ○ California refuses to op into SARA. SARA is Voluntary for colleges. ○ Add item to the DE committee agenda for further discussion. |
| <p>B. Online Education Initiative (OEI) Course Design Rubric Syed Hussain</p> | | | <ul style="list-style-type: none"> ● Syed Hussain - Generating confidence in DE course as real education, and it would be best to work with OEI Rubric to structure Online Courses. ● Will look into creating a resolution for faculty members to follow the OEI Rubric guidelines for courses. <ul style="list-style-type: none"> ○ DE has already created resolution aligns OEI rubric. It is and should be the standard. ○ To sanction support, the resolution must move through DE and then push to DAS. |
| <p>C. One Peralta Update Minh Lam</p> | | | <ul style="list-style-type: none"> ● Minh Lam - Working on individual operations of all department sectors. Departments should evaluate all pain points of their department. It’s a means to plan more deeply before launching OnePeralta. Improvements from Prim to Cloud use. ● OnePeralta Steering committee will |



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| | | | <p>assist with making necessary allocation for OnePeralta. No date for the completion of the project. In the assessment of the project several interviews have been made, but still need more feedback to make decisive decisions regarding the project.</p> <ul style="list-style-type: none"> ○ Need updates to previous issues before making solid timelines by January. ● Communication to Oracle is as follows: <ul style="list-style-type: none"> ○ May need to increase costs to Oracle for additional support and need to make plans to update the system to make time line by June. This is a temporary fix. Need to phase projects in piece by piece to make definitive timelines for this project. |
| D. District Website Update | | | <ul style="list-style-type: none"> ● Creating job description for a District Webmaster. <ul style="list-style-type: none"> ○ After Webmaster is on board we will continue with the updates to the District Website. ● IT is the district Webmaster and may not have the ability to assist with other colleges. ● Inger Stark will send delineations documents for Webmaster. |
| III. Adjournment | | | Meeting adjourned at 1:20 pm |
| IV. Next meeting | | | <p><i>Friday, December 7, 2018</i> <i>11:30 am to 1:30 pm</i> <i>District Board Room</i></p> |