



## Technology Committee Meeting Minutes

Wednesday, February 7, 2024

1:15-2:00 pm

13-337 <https://smccd.zoom.us/j/85420803883?pwd=Z3BEUDdUUzJZRkd5K3hqCFBmbzU2Zz09>

Recording

[https://smccd.zoom.us/rec/share/y1OsrFR42NJJH2729Zi1SjK5BlhJ\\_Xuvqcm60Cyeo\\_Th5Lm9gODpm1J47OAYipug.hTLhmp6DoBomlzB5?startTime=1707340898000](https://smccd.zoom.us/rec/share/y1OsrFR42NJJH2729Zi1SjK5BlhJ_Xuvqcm60Cyeo_Th5Lm9gODpm1J47OAYipug.hTLhmp6DoBomlzB5?startTime=1707340898000)

Passcode: @DtGn30X

**Committee Member Updates:** Each member shared their expectations and contributions to the committee. Gampy expressed gratitude for recent training sessions, while Julie mentioned she is filling in for Ami. Ray offered to address any technology-related queries.

**Websites and technology for students:** Carlos demonstrated the process of updating the [library website using the content management system](#). He emphasized the ease of making changes and encouraged members to utilize available resources for website updates and student support. He addressed questions regarding software installation and specialized technology needs for students, emphasizing the importance of communication and following the appropriate processes. He discussed the importance of making information easily accessible online for students.

- Committee members are encouraged to ensure that lab space availability for students is documented online and regularly updated.
- Marketing assistance is available for updating websites or connecting with relevant personnel.
- The content management system allows for easy updates, and training can be arranged.

**Web updates for Technology for students.** If your program has a lab or tech support for students, please make the information available online. You can request assistance here: <https://www.canadacollege.edu/marketing/requestform.php>. We will be compiling this information for students.

**Paper Cut Printing:** <https://its.smccd.edu/setting-up-papercut-on-your-computer/> **Paper Cut Printing:** <https://its.smccd.edu/setting-up-papercut-on-your-computer/>

For support, please submit an IT request: <https://helpcenter.smccd.edu/requestform/>

### [Advancing Innovation Technology Plan 2024-27](#)

#### [Presentation](#)

- The plan aligns with the Educational Master Plan and Strategic Enrollment Management Plan.
- Stakeholders beyond students should be explicitly addressed in the plan.
- The timeline for the plan spans three years, with room for adjustments based on evolving needs.
- Activities include collaboration between committees, technology access for students, and equity initiatives.
- Continuous reflection and evaluation are emphasized throughout the plan's duration.
- The plan intersects with the Distance Education Committee's work, highlighting overlaps and focus areas.
- The paper cut printing service is available for faculty and staff, with IT support for inquiries.
- Action items include reminding constituents about available technology and soliciting feedback on the plan.
- The deadline for feedback is in February and March, with a presentation to PBC planned for April.