Technology Planning & Policy Committee
December 11, 2014
Minutes

Present: Hernan Bucheli, Cathy Davalos, Jeanne DeMatteo, Maria Grazia Di Angeles, Peter Greco, Lance Hourany, Pat Kreitz, Pete Michell, Julia Odom, Dennis Rice, Jeff Sigman, Chris Sindt, Elizabeth Smith, and Larry Nuti

The meeting was called to order at 1:01pm.

I. Review of September Minutes

Peter asked if there were any corrections or comments pertaining to the minutes of the September 18, 2014 meeting. None were noted. The minutes were approved.

II. Subcommittee Reports

A. Administrative Technology - Jeanne shared that three different software proposals came in. Human Resources had submitted a proposal in the summer and it was returned for more information. It came back as a request for Kenexa, software that they will use to expedite evaluations of our salaries and salaries of peer groups as well as use of other indexes. Financial Aid submitted a proposal for financial literacy software called SALT. While the votes are still being tallied, it looks like it will be approved. They hope to start in the spring. Lastly, software was requested by the Rec Center to scan patrons coming in to the center. It interfaces with file downloads from the Registrar’s Office and the Business Office for current student, faculty or staff status. Once the student or member is in, it keeps track of what they are doing. It also tracks inventory of equipment loaned out. The committee approved it.

B. ETG - Jeff reported that since September the ETG has held at least two meetings. One was taken up with the discussion of the HEOA. Everyone was supportive. We also had discussion regarding the Janterm Hybrid project. Faculty and IT Services are collaborating in the management and evaluation of the project. The faculty in the pilot will meet once per week through the term to discuss their experiences real time. We’ll be collecting that data. Barry, Jeff and Peter will meet, possibly with Beth, to review the data and summary. We also received one grant request and one that came in as a grant request but is more of a proposal. The grant is for a faculty member involved with the hybrid project who needs upgraded software for better video editing. He gave a presentation showing his evaluation of student videos using video capture. Using screen software, he was giving students his
evaluation of two videos which were laid side by side on the display, allowing him to compare the two pieces in a dynamic way.

The proposal request is for enhancing the curriculum in the Biology Department. The anatomy faculty have asked for a 3D projector along with software and goggles. Greg Smith has been pioneering with iPads to display a like-3D image but now he wants to step it up. He's been working with his Dean, Faculty Development, ETG and IT (Carl Thelen). Greg will be hosting a demonstration of the projector in the near future.

We did have an older request for Google Glass but it was not accepted by the ETG. The Committee was not convinced that the application was there. There were also privacy issues. Tomorrow Jeff will meet with the Faculty Development Chair to discuss collaboration efforts between the ETG and Faculty Development. The idea is to enhance the relationship and visibility of both groups.

C. **ITIS** - Peter shared that the group has taken over a lot of the IT security planning and process. It is an important part of our strategy going forward. The last meeting focused on the way the college will respond to HEOA guidelines. It is an educational outreach to students, providing documentation for distribution at Orientation as well as posters and signage, establishing a process whereby we are complying with the law, without being overbearing. Dennis did a great job with it. We also presented it to two of the subcommittees. We are in compliance. All we need to do is polish the compliance plan. It is intended to discourage illegal file sharing on campus which has decreased, and we will be instituting means that will reduce it even further.

D. **Web Planning** - Elizabeth said their primary focus is the Web 2.X project. We’re currently in 2.0 and this project is really an update to the front end of our website. We are working with a firm called MJD, who assisted us with the mobile platform. We are asking the questions about our user base, what they look like and what they are looking for. We want to get them to specific actions, such as applying for admission or donating. We should see preliminary ideas in January at the Institutional Marketing Committee. The Faculty profiles migration was a good collaboration between Web, OCC and Cynthia Ganote. We have much better integration now. Previously we could not highlight our faculty in the same way. This also fits in with our Strategic Plan.

We were approached by a subcommittee from the Strategic Plan, responsible for Goal Two, who put as a priority, an App for students by 2017. That will come as a proposal through the Web Planning Committee in the coming months.

We are investigating digital marketing platforms. We want something that can serve the entire campus instead of various pockets. Set to be finished by end of academic year.
Peter added there are discussions in Strategic Planning regarding a 24/7 App. We own some things right now that are more transactional like Colleague, but we don't really have a "what" yet. The Library had asked for a Library mobile app. API. Application programming interface. It’s a pretty big discussion and it really needs to take place in Web Planning Committee. We need to collect data to determine what we need to design an app that will be useful to the community and that will be comprehensive.

III. Brief Review: TPPC project proposal form

Peter distributed the TPPC Project Proposal form. We came up with a set of things that IT Services needs to help us be efficient. Without them we move more slowly. IT Services provides a consulting role. We don't expect everyone to fill the form out by themselves, especially on the second side of the sheet. The form is available on the College website with explanation of the process. When the form is complete it will be sent to the Service Desk where it will likely be assigned to Peter. He will review it and route it to the appropriate TPPC subcommittee for review. This process should help make us much more responsible with respect to project management. We are trying to ask all the questions up front.

Several questions and comments were raised about the form with regards to integration with the Strategic Plan, being user-friendly and as an aid in the contract review process.

We are going to get to a point where subcommittees are going to have to say no to some of the proposal requests that come in. Coordination will be very difficult without tools for prioritization and analysis of fit with strategic objectives.

IV. The TPPC and Strategic Planning (TPPC Strategic Distillation)

Peter referred the group to the handout and asked them to recall his slide on Strategic Leverage and Good Health. The IT health is starting to stabilize and we should begin looking at strategic leverage. At the September meeting, Peter shared a document called Opportunities for Strategic Intent that lists various forums and inputs to the Technology strategic view. Our perspective needs to take into account the various groups that have been meeting and discussing strategic intent. The Distillation of Strategic Discourse is meant to conclude the discussion begun at the September meeting with an eye towards the resonance or fit with the Strategic Plan. Now these groups should all be aligned. We are going to be strategic. What strategic profile do we want to assume as a committee?

Then he turned the meeting over to discussion, asking the members to review it for completeness and whether it represents what has been discussed through the community at the various meetings. This committee is to give Peter the items he should pay attention to in his role as CTO.
Peter thanked the members and adjourned the meeting at 2:31.

The next meeting is scheduled for March 19, 2015 at 1:00 in FAH 205.

**Handouts**
Minutes, September 18, 2014
TPPC Strategic Distillation document
TPPC Proposal Template

**Respectfully submitted,**

Kim Sullivan,
Assistant to Peter Greco, CTO