

# Technology Advisory Committee

Meeting Notes – March 11, 2024

Virtual ZOOM 1:30 to 2:30PM

<b>Attendees:</b>	Tarana Chapple, Robin Lee, Ellie Tayag, Carla Grandy, Yoseph Demissie, Annette Perot, Alicia Frangos, Angela Zepeda
<b>Guests:</b>	

Topic:	Comments:
Zoom and Microsoft teams	Manager’s forum question – are we going to continue with zoom for meetings or use Microsoft teams? News to Yoseph and Annette. We have an annual agreement with Microsoft teams. Zoom costs a lot of money but we are paying 200-300K per year for it. Yoseph will follow-up with the team during the next meeting.
SWOT Analysis	Tarana heard a few things that could be great opportunities to gather input from users. What are people using to communicate, are they useful? Tarana can go to division meetings with guided questions. We need to know every software available so we can work on a questionnaire. Going to divisions and seeing if we are using the licenses we currently have. Robin – Is this being funded by ASLT? Tarana – No. usually the VPA will. Sometimes it is a shared cost between the 3 campuses.
Timelines	Tarana- Software vetting, especially software that students use. If it is vetted for 3 years what is the process to get it renewed? Does ITS notify the Dean/Division? Yoseph- IT is the go-between and the main driver is general services. Every version must meet ADA compliance. 2-3 weeks for a simple software and 2 months for a large-scale install.