Technology Planning Committee Meeting Minutes (draft)
Tuesday, September 20, 2016
Building 13, room 17
9:30 – 11:00 a.m.

Attendees: Gregory Anderson, Leonor Cabrera, Mary Chries Conchas Thia, Heidi Diamond, Jose Garcia, Max Hartman, Chialin Hsieh, Maria Huning, Don Larviere, Paul Limson, Kim Lopez, Misha Maggi, Michelle Marquez, Erin Moore, Jasmine Robinson, Lorena Silva, Nathan Staples, Diva Ward

I.   Introductions
II. Approval of agenda and meeting minutes
III. Technology Update
    A. Canvas: The canvas migration is going smoothly. Twelve faculty will pilot canvas in the fall 2016 semester. This team of faculty is providing feedback so that canvas can be debugged for smoother operations going forward. Faculty are also using canvas for f2f classroom instruction and homework submissions. Faculty indicated that fall instruction is more streamlined than summer instruction was, and that overall feedback about the new system has been favorable.
        1. Comments: faculty have the opportunity to comment on canvas features that are not working well and can request "work around" changes so instruction can progress on schedule.
        2. Third party integration of other software programs has not been as easy as initially anticipated, but the Canvas ITS team has been very responsive.
        3. Support services for Canvas: faculty requested additional support/training for the upcoming spring semester.
    B. Phone: Several committee members stated that more of an effort could have been made to provide Cañada College employees with more comprehensive training on the new phones. Jasmine Robinson, District ITS, responded that there will be video links sent to the campuses to facilitate training.
    C. Internet dead zones: Committee members indicated that the following college locations are not receiving effective internet coverage: building 13, building 3, and 17-109. ITS will follow up to resolve this situation.
    D. Technology replacement requests: The technology inventory assessment is underway. The plan is to have an improved and more responsive technology schedule so fewer requests need to be submitted to Program Review. A request was also made for additional SPOL training.
IV. Technology Survey
    A Task Force was formed to develop a draft survey to be shared with the Technology Planning committee at the November 1 meeting. Erin Moore,

Jasmine Robinson, Nathan Staples and Heidi Diamond will serve on the Task Force.

V.   Technology Licensing Requests

A. Max Hartman, DRC Director, requested that the following software programs be installed in DRC labs in order to increase accessibility for students: Jaws, Zoom Tech, Kerswile. Jasmine Robinson, District ITS, stated that first she will need licensing details from Max, and that District strongly supports installing this software.

VI.   Meeting Dates
The next committee meeting will be on Tuesday, November 1, 9:30 – 11:00 a.m. in room 13-17.