



Technology Committee Meeting Agenda - Wednesday, May 11, 2022

12:30pm-2:00pm

<https://smccd.zoom.us/j/88654393519?pwd=M24razRWMHZGVXhOWHhRdmRiOFI1Zz09>

Agenda Item	Presenter	Notes
Technology Committee Updates <ul style="list-style-type: none"> ❖ Membership ❖ PBC Update 	Tri-Chairs	Membership Updates: <ul style="list-style-type: none"> ● Ami - HSS already reviewed memberships, would have to review in fall, feedback on continuing beyond 2 years, wants to continue if possible ● Gampi - serving for one year, happy to continue, asked about process for appointing membership ● Sandra - Couns & stu services, wants to continue has been serving for more than 2 years. Will bring this up at Classified Senate tomorrow to see if there are others interested in serving on Technology Committee. ● David R shared that bylaws and other committee docs are posted on the website. We will need to review bylaws for updates such as meeting frequency (currently listed as bi-monthly rather than monthly).

For more information, please visit the [Cañada College Technology Committee website](#).

<p>Technology Refresh process ❖ Updates</p>	<p>Tri-Chairs/VPA Prisecar/ITS</p>	<ul style="list-style-type: none"> ● Anthony & Ray - ITS continuing to replace older machines with those from recent order, replaced 60+ units so far ● Ludmila - summarized work to identify items needing replacement last year, she then led process to purchase large # of laptops and monitors, linking to items needing to be refreshed. Process started in October and to date we've replaced approx 70 units ● Ludmila - still evaluating needs so we can order with enough lead time, moving more people to docking station option instead of laptop
<p>STAC Update ❖ Changes for Fall</p>	<p>Tri-Chairs</p>	<ul style="list-style-type: none"> ● Gampi - is there a list of approved software so we can avoid the proliferation of many different platforms? Pre-approved list, rather than a "must use" list? ● Tammy - can't prevent others from meeting their needs, so we can't mandate one option, but info needs to be more clear ● Pronto: Hyla - tried it but it wasn't well-liked, need more training for fac/stu's so we can create online communities. Issue with pronto is you can only use it to communicate with people in your class, we need more options than that. Need FERPA compliance, need control over what the groups are, example of tutoring as a group, whether we want to interact with others, something with channels like discord, but that meets requirements ● David - confirmed that Chris S from ITS is checking in with the Proctorio rep. Last

		<p>communication with them was when they were part of STAC, now that they aren't we'll need to set up a new license agreement</p>
<p>Multimodal Room Upgrades & Training Update</p>		<ul style="list-style-type: none"> ● Ludmila shared updated list of completed spaces, those that will be complete by the end of August. ● B13 - question about hyflex capabilities. 2 rooms on 2nd, and 4 on 3rd floor will have multimodal upgrades ● Allison sent out request form for those teaching in MM format, she'll be triaging based on responses ● David R - shared info on hiring multimedia Student Assistant's (SA's) for summer and fall ● Ami- how do we decide which instructors get a SA? Does it need to be in program review? David confirmed that DE program review has received funding approval for hiring SA's, faculty do not need to request this via program review. We are prioritizing support for faculty with a summer or fall hybrid/hyflex teaching assignment ● Gampi - on-site support for faculty? David R shared that ITS will add evening support for first 2 weeks of fall. Gampi shared that we need more on-call support for more than first 2 weeks. This is an area to explore in more detail - other methods of providing on-site support beyond scope of SA's.

2022 Fall Technology Survey Planning	Tri-Chairs	Revisit in early fall 22'
Wrap up and next steps ❖ Fall 2022 Meeting Schedule	All	Suggested Focus Areas for fall 22' and beyond: <ol style="list-style-type: none"> 1. Tech Committee can help clarify what platforms and tech tools are available by creating a document/guide for recommended software or platforms based on need 2. Proctorio - confirm with Chris S and share status update with faculty 3. Ray/ITS will work with Deans to create a list of all open labs for fall with hours 4. Update bylaws to reflect accurate meeting schedule