Cañada College

Technology Committee Meeting Agenda

Wednesday, April 12, 2023

12:30pm - 2:00pm

9-257A | https://smccd.zoom.us/j/87404128596?pwd=d1dPRE5mQmNQSGZ5cEUrRHpveFRvQT09

Agenda Item	Presenter	Time (min)	Notes
Welcome & Member Check-in	Tri-Chairs	5	Community Agreements Reminder: ● Take space, make space ● Be both teachers and learners ● Challenge the idea, not the person
Information/Discussion **Technology Refresh Process** Tech Adoption List	Tri-Chains	10	● Review new language: Replacement cost for lost and missing student technology loan items ● Discuss process to revise Tech Refresh process document and take to PBC Discussion Notes: Labs vs student equipment; important to prioritize as a college since labs tend to have older equipment and there are limited funds Consider possible connection to SB893 and related evaluation of our existing resources. For example, do we need the same # of individual PC stations in our existing labs as we have in the past? If not, this could be a reduction in the cost of refreshing large labs while allowing the college to prioritize to current needs. VPA Prisecar: April technology inventory received from ITS, VPA will use list to review with Deans, with assessment in April/May. In June, VPA will provide ITS with a refresh schedule. TCM will review at May meeting

			Related item: As part of this work, a list of labs and software will also be shared. See previously discussed request to provide a list of all college labs and their respective software for students via college websites.
Information/Discussion **Instructional Technology & Related Items**	All	15	Send call for items ahead of meeting ● Review updated Information Sheet for rooms ● **Tech support during evening classes** Discussion Notes: Information sheet has been printed and laminated and will be added to 100 rooms. Suggestions for revising/improving the current Information Sheet: move LC Tech Team to top of document as "1st line of defense". Discussed Tech Team as handling "tier 1" issues, which ITS confirms are the vast majority of challenges. Emphasize using the online ticket option vs calling the LC front desk. Add QR code to allow for mobile access to Tech Team requests, add an FAQ section Faculty requests for additional monitors: Confirmed addition to current rooms (B23, 5-223). Request for additional monitors and question about B13 - ITS and VPA will review and respond on adding monitors to these additional 6 rooms. Discussed need to check with more faculty before we add additional monitors everywhere - not all faculty have shared their preference and need to ensure all are happy with this.
TC Bylaws Action	Tri-Chairs	20	Vote on additional updates to Bylaws in the categories of: Rules of Procedures for Conduct of Meetings, Dissemination of Agenda and Meeting Summaries, Participation of Resource Members (see Bylaws draft for highlighted sections) Above motion was proposed (DR) and seconded (NN), motion approved by vote in chat (5 yes, 0 no, 0 abstain).
Information/Discussion **Pope Tech Update**	Tri-Chairs	10	Share Mark Pope's feedback on members' concerns over faculty privacy with Pope Tech Dashboards. This item was moved to next agenda due to lack of time.

Closing Thoughts & Future Agenda Items	Tri-Chairs	10	

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

Attendance:
Ludmila Prisecar, Yoseph Demissie, John Perez, Gampi Shankar, Chris Smith, Anthony Lim, Cailey (student), Carlos Luna, John Winchester, Ray DeCasas, Ami Smith, Sarah Cortez, Sandra Mendez, Jonathan MacSwain