



Technology Committee Meeting Agenda

Wednesday, December 13, 2023

12:30pm - 2:00pm

13-337 <https://smccd.zoom.us/j/85420803883?pwd=Z3BEUDdUUzJZRkd5K3hqcFBmbzU2Zz09>

Recording

These minutes summarize the key discussions and decisions made during the meeting, covering topics such as the technology plan, outcomes, feedback mechanisms, continuous improvement, identifying gaps, prioritizing goals, and engaging campus colleagues.

The meeting began with welcome messages from the co-chairs about streamlining the agenda to experiment with shorter meeting times. The goal is to meet back-to-back with the DEAC committee in the spring semester for 45 minutes.

Nada Nekrep, the co-chair, expressed excitement about the progress made in the Technology committee during the semester, particularly with the approved bylaws. The meeting structure is being tested, and feedback will be gathered for future decisions.

Dr. Ami Smith summarized faculty questions related to student laptops, instructional software, and applications. She also mentioned faculty concerns about AI checker tools and their preferences for the college to provide guidance on the best tools.

John Perez expressed his concern about building 13 updates, specifically for his primary classroom. He hoped to resolve this issue during the meeting. John Perez raises a question about a zoom monitor in room 13-233, and Yoseph suggests a walkthrough to determine the best setup. (NOTE: This was resolved in January 2024)

The meeting continued with introductions and expectations from other participants, focusing on various topics such as the progress made during the semester and plans for the future, including potential challenges and updates.

Yoseph Demissie outlined his goals for the meeting, such as addressing updates, questions, and potential issues during the recess. He also discusses ongoing work in building 13, particularly focusing on high-flex setups for various classrooms. There's a mention of upcoming training sessions

Classroom Technology Concerns:

- Yoseph Demissie highlighted challenges with classroom setups and the need for involvement of Deans and faculty members.
- Discussion on the placement of monitors and finding a suitable solution for both in-person and online teaching.
- Mention of portable monitors as a temporary solution, with a suggestion to walk through the space with faculty members and Deans.

Communication About Available Technology Resources:

- Concerns raised by John Perez about the lack of a side monitor affecting online students' experience.
- Yoseph Demissie acknowledged the issue and emphasized the need for acknowledgment from faculty members and Deans before implementing changes.
- Discussion on providing portable monitors and addressing challenges faced by faculty members, along with a commitment to find a long-term solution.

Technology Plan Discussion:

- A logic model was introduced, starting from outcomes (aligned with the Educational Master Plan) to inputs, with activities and outputs in between.
- Participants were encouraged to provide feedback on the listed outcomes, focusing on the bigger picture rather than wordsmithing.

Feedback and Comments:

- Participants were given time to review the outcomes listed in the logic model.
- Amy expressed confidence in the presented outcomes.
- Participants were encouraged to use the chat for comments, questions, or provide a thumbs-up if all looked good.
- A consensus was reached to move on to the next slide for further discussion.

Technology Plan Discussion:

- CAN-B13-337-NEAT discussed the next slide, emphasizing its direct relation to the technology plan.
- Mentioned the use of parallel structures and encouraged feedback on the organization.
- Discussed potential outcomes for the new plan.

Feedback and Comments:

- Participants shared thoughts on the outlined outcomes.
- Christopher Smith suggested considering diverse ways of capturing feedback, not limited to surveys.
- Dr. Ami Smith raised the question of including faculty and staff feedback.
- Carlos Luna emphasized the importance of measuring technology literacy among faculty, students, and staff.

Continuous Improvement Model:

- Christopher Smith highlighted the need to add an activity for identifying technology gaps and incorporating a continuous improvement model into the plan.

- Yoseph Demissie suggested focusing on awareness, resources, and ongoing training as high-priority goals and for gaps within the existing activities.
- Participants discussed the ambitious nature of the plan and the importance of tackling critical issues.

Closing Remarks and Next Steps:

Participants were reminded that the technology plan would be revisited in February for additional feedback.

Action items included reaching out to constituents for input and refining the plan based on further discussions.

The chairs acknowledged the need for investment from the entire campus.

Encouraged committee members to provide suggestions on making the plan more engaging.

Ended the meeting, wishing everyone happy holidays.