



Technology Committee Meeting Agenda

Wednesday, September 4, 2024, 2024

1:15-2:00 pm

13-337; <https://smccd.zoom.us/j/88519635573?pwd=t02d2aB6OTZWHbxQmUahSRi7T8Uq4P.1>

Meeting ID: 885 1963 5573

Passcode: 572476

[Technology Plan 2024-27](#)

[Technology Committee By-laws](#)

[Cañada College Land and Labor Acknowledgement](#)

IN ATTENDANCE: Carlos Luna, Jonathan McSwain, Allison Hughes, Yoseph Demissie, Anthony Lim, Anniqua Rana, Hyla Lacefield, Althea Kippes, Julie Carey, Mary-Chries, Ludmila Prisecar, Alexis Arreola, Ray DeCasas, Nada Nekrep, and Lindsey Irizarry.

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Introductions:

- Carlos Luna: Library Support Specialist aiming to stay updated with technology plans and provide the best support possible.
- Jonathan McSwain: Works in the Learning Center and hopes to get his tech team more involved in the committee.
- Allison Hughes: Interested in gaining fresh perspectives on technology needs and improving communication between faculty and staff. Christina Brower, connected her with Jonathan's students for tech support.
- Yoseph Demissie: Director of support services for technology, overseeing desktop support, classroom support, and campus communication networks. He is interested in hearing technology challenges and sharing ongoing projects.
- Anthony Lim: IT support technician who wants to prioritize addressing long-standing issues and improve the efficiency of the tech support process.
- Anika: Mentioned by Anthony, implied to be someone involved in technology support or project management.
- Hyla Lacefield: Recently returned to the faculty in Digital Art and Animation, now a coordinator, attending meetings to figure out how to operationalize technology for faculty and advocate for resources.
- Althea Kippes: Faculty member
- Julie Carey: ESL faculty and Humanities and Social Sciences division representative on the committee, hoping to find centralized solutions to better support students' technology needs.
- Mary Chris: College Business Officer, focused on ensuring the college supports students, faculty, and staff with the necessary technology and resources.
- Ludmila Prisecar: Vice President of Administrative Services, focused on reviewing the technology refresh plan and ensuring all equipment needs are addressed over the next three years.
- Alexis Arreola: AV Systems Engineer overseeing classroom technology across the district, looking to understand and support AV technology needs.
- Ray DeCasas: ITS Tech aiming to provide feedback on better utilizing existing resources for staff and students.
- Lindsey Irizarry : Instructional Technologist and co-chair of the committee, focused on increasing technology trainings for faculty, staff, and students, and hearing from the group about their needs and challenges.

The land and labor acknowledgment link was introduced as a reminder of a previous highlight from the Equity and Anti-Racism Committee. The acknowledgment would be formally read at the next meeting.

Committee Membership:

The chair discussed the need for faculty representation across divisions and the importance of confirming the membership for various divisions, including Humanities and Social Sciences (Julie Carey), BDW (Hyla or Althea), and other divisions that lacked representation (e.g., Math and Science, Kinesiology).

There was also a focus on ensuring classified staff are well-represented and the recruitment of student members, possibly from the Learning Center or other student bodies.

Technology Refresh Plan

Ludmila Prisecar introduced the ongoing efforts to review the Technology Refresh Plan. She emphasized the importance of capturing all technology categories to ensure their refresh over the next three years. Collaboration with ITS was highlighted to compile a list of all necessary items and ensure that it is presented to the PBC (Planning and Budget Committee) for review and approval.

AV and Classroom Technology Needs

Alexis Arreola encouraged the committee to voice any specific AV technology needs so they could be addressed. His goal is to ensure that the available technology meets classroom needs efficiently.

Reporting and Data Collection

Joseph Demissie presented data collected from the first three weeks of the semester on technology issues encountered across campuses. He proposed using this data to understand recurring issues and identify whether they are technical or training-related. He also suggested working with Jonathan McSwain's team to provide support where needed.

There was also a discussion about utilizing IT request reports and other data to better understand and address campus-wide technology needs and training gaps.

Studio Space Initiative

- **Hyla Lacefield** provided an update on the development of a recording studio for students in Digital Art and Animation. The space, located in Building 22, will be used for audio and video recordings. The studio will feature soundproofing, good-quality microphones, a soundboard, and recording software. The studio space will be shared and used on-demand, with student assistants managing access.
- Further discussions will be held to operationalize the use of the studio, and an announcement will be made once it is finalized.

Upcoming Training Initiatives

- Lindsey provided an overview of her plans for training sessions:
 - Increasing the number of technology trainings for faculty, staff, and students, with a focus on tools like Panopto, Zoom, and other software used in online teaching.
 - Developing support materials to help faculty prepare for classroom technology before entering the classroom.
 - Collecting data via surveys to better understand the technological challenges and needs of both students and faculty.

Julie Carey raised a concern about floating computer carts in Building 13 and their availability for larger classes. She requested clarification on how to track and share these resources effectively to ensure all classes have access to what they need.

Action Items:

1. Follow-up on confirming division representation.
2. Continue work on the Technology Refresh Plan with Ludmila and ITS.
3. Operationalize the new recording studio in Building 22.
4. Increase faculty, staff, and student technology training opportunities.
5. Review data on tech support issues to determine actionable improvements.
6. Explore floating cart usage and ensure proper tracking and availability.