



Technology Committee Meeting Agenda

Wednesday, March 6, 2024

1:15-2:00 pm

13-337 <https://smccd.zoom.us/j/81237904248?pwd=dGt6WIRLQkZTc05uVGJsQUNjTCtuUT09>

Click [here for Recording](#), and move to Recording #2

Introduction and Welcome

The meeting begins with Nada Nekrep expressing gratitude for attendees and introducing the agenda. Gampi briefly steps away but returns to discuss introductions and feedback on the technology plan. Various participants, including Sandra Mendez and John Perez, provide their roles and feedback on the plan, which is mostly positive. Christopher Smith also introduces himself and expresses support. Other attendees, including Julie and Ray, share their thoughts on the plan, emphasizing the importance of feedback for acknowledgment.

Substantive Change Application (The technology section) [ACCJC Form](#)

Karen Engel, the accreditation liaison officer, informs attendees of the college's need to meet accreditation milestones regarding online course offerings, which they have successfully achieved. She discusses the preparation of a substantive change application for accreditation compliance, emphasizing its importance and ongoing efforts. Other participants contribute to the discussion, highlighting the need for policy updates and documentation to address evolving accreditation requirements and ensure institutional compliance.

Distinguishing DEAC and Technology Training

The discussion revolves around aligning training needs with the Technology Plan, ensuring faculty, classified staff, and management receive adequate training for utilizing available technology. Recent meetings have addressed the distinction between pedagogical and technological support, focusing on consistent terminology and addressing faculty requests through intentional training sessions. Plans include transitioning from "High Flex" to "multimodal" to avoid confusion and coordinating with AV build-outs across campuses to support faculty needs effectively. Allison discusses the importance of clarifying roles and responsibilities for faculty regarding classroom technology support and training, particularly in anticipation of hiring a full-time instructional technologist, acknowledging the current situation but aiming for clarity in the near future.

[District DE Tools Prioritization \(Draft\)](#)

Allison introduces the discussion on district tool prioritization, originating from recent District DEAC meetings, aiming to identify gaps in current software for online teaching and learning, with a spreadsheet shared for input from all colleges. The prioritization process involves listing gaps, corresponding tools, and notes, with feedback requested from faculty and staff, aligning with college-specific procurement procedures and potential district-wide funding. Participants discuss the process for requesting and vetting software, including emergency requests and the involvement of various

stakeholders, with plans to document and clarify the procurement process on the college website, involving relevant staff members for collaboration.

- Once funding is identified: [ITS Purchasing Request - Formstack](#)
- [Website access](#) (under software)
- Share information with faculty about platforms that they use and the vetting process.

Conclusion

The conversation centered on planning for future technology committee meetings, including gathering feedback on technology plans, organizing information sharing, and setting agendas. There was a focus on addressing faculty and student needs regarding technology integration and training. Suggestions were made for future agenda items, such as technology training preferences, to enhance attendance and alleviate pressure on the technology team. The meeting concluded with acknowledgments of participants and arrangements for the next meeting, ensuring better participation and communication.