

Technology Committee Meeting

Monday, Feb 12, 2019

Meeting Minutes

4:15 – 5:15 p.m.

Cañada College

Building 13, Room 217

Present: Leonor Cabrera, Allison Hughes, Tammy Robinson, Jamillah Moore, Hyla Lacefield, Adam Windham, Maria Huning, Max Hartman, Karen Engle

Next meeting: February 26, 2019, 13-117 at 1:30pm

1. Proposal for ITC – Leonor Cabrera

- a. Instructional Technology Committee
 - i. Historically been between district and the college.
 1. Using a mac rather than a dell has been a conversation between dean, IT, and faculty
 2. Dell is 5 years for a replacement
 3. Mac is 7 years for a replacement
 - ii. Issue now with software that instructional faculty prefer for distance and face-to-face education
- b. March 2018 was the last time the Technology Committee met
 - i. This caused a delay in the discussion
 - ii. Instructional request to host these more often as there are more instructional needs
- c. Review - Dr. Robinson met with Lezlee Ware
 - i. They met with and Karen Engel; to discuss changes
 1. Net Tutor/Proctorio
 - a. Needs weren't met
 - b. Action item for small group of faculty to BETA test Net Tutor
 - c. BETA Test in Spring and Summer
 - d. Proctorio – is there a district plan
 2. Distance Education needs growing, and international student growth needs to be addressed, there needs to be more BETA testing with the best method for this.

- ii. There is a larger scope for the technology committee; discussion must include instructional design and DE. There needs to be a multifaceted discussion on this.
- d. New Committee (Instructional Technology Committee) was discussed and determined that the collaboration members should be Instructional and Classified, Pedagogy and the VPAS
- e. This new committee needs to be meeting more frequently; at least two meetings a month (?)
 - i. Creating a tri-chair committee
- f. Have a local discussion first, with Cañada community and then move forward with district involvement
- g. There may be need to have another faculty member involved in the process.
 - i. Academic senate to designate faculty member for next meeting
 - ii. President's Comments at the next academic senate meeting to discuss
 - iii. Still holding the meeting on Tuesday, February 26
- h. Approve the Technology Plan – at the Meeting at Tuesday, February 26
- i. Which members will sit on this committee - needs to be addressed; still totally open, but there needs to be formal membership and that needs to be decided.
- j. DE/IT committee – not just advising about equipment
- k. Re: the ISER – discuss lack of clarity, and possible plans future plans
 - i. Bring in comments from the district
- l. Going back to the idea of the need of combining the Technology Committee with the need of DE/instructional side of things.
 - i. There needs to be a campus-specific group together to discuss these items so all invested parties are on the same page.
 - ii. Will help identify overall clarity on the technology issues so we can move forward, and this can be specifically addressed in the ISER.
 - iii. Technology Committee is a possible solution to addressing with the issues.
- m. Summary there are four distinct Cañada and District committees;

- i. Cañada technology committee: according to the website, meets at least two times a year, and will provide an update to PBC, and will work PRIE department.
 - ii. District technology committee: College needs not prioritized and supports District initiatives
 - iii. Distance Education Advisory Committee Local: There needs to be a place for this. Need for quality instruction discussion.
 - iv. Distance Education Advisory Committee District
- n. Academic Senate is involved in DEAC
- o. Discussion regarding the VPAS as there are budgetary implications
- p. A need to bring ITS into the discussion
- q. ITS needs to be more involved in the process.
 - i. This is part of the process of writing the ISER: New software and new technology has presented several of these problems. Gaps must be identified. ITS must be aware of gaps in order to address.
- r. There is a priority to make changes to the committees before the end of this semester.
- s. The Tech. Committee meeting on the February 26th will move forward as a local-Cañada meeting to discuss the need for either the new combined committees or just establish a formal process for the two committees to communicate.
- t. Action item: complete standard IIIC with all of this more information.
- u. ISER, Current Committee, and the new Committee: three different issues, address the disparate groups.
 - i. New Committee may need to have two different components; original technology committee and the new DEAC Component
 - 1. Concerns re: merging the committees, the funding and process will override best practice conversation. There is a need for just faculty to discuss instructional issues
 - 2. Possibly having crossover of the two committees.
 - 3. One Central Committee; with two sub committees (one based on technology needs and one based on distance education).
- v. ISER: District gaps: ask Yoseph to take part in this conversation; need for clarity going forward.
- w. New Committee will be the voice of all Cañada technology needs

- x. There is a huge need for a centralized location for important conversations.
- y. There needs to be a variety of faculty involved on this committee, and all three sides of this component.
- z. Discussion on how to organize the committees; there needs to be a classified member on the board.
- aa. New Committee proposal:
 - i. Instructional Technologist
 - ii. ITS – District
 - iii. ITS - Local
 - iv. Admin – Dean of ASLT
 - v. Faculty – DE Coordinator
 - vi. Student Services Rep.
 - vii. Student Rep
 - viii. VPAS

