

Technology Advisory Committee Meeting Minutes
Thursday, September 17, 2020
Virtual Zoom 2:30 pm to 4:00 pm

Committee Attendees: Tarana Chapple, Jia Chung, Yoseph Demissie, Mike Holtzclaw, Judy Lariviere, Robin Lee, Annette Perot, Marisol Quevedo, Ellie Tayag, Peter von Bleichert, Annie Theodos (note taker).

Introductions: Everyone introduced themselves since we have a new, temporary Instructional Technologist (Marisol Quevedo) who has been filling in for Erica while she is on leave. Tarana commented that hopefully she will be able to stay with us permanently as we will be requesting a permanent position in Resource Request. Marisol introduced herself:

- She was at Cañada for 3.5 years, has been very happy being at CSM (since June) and is hoping to be able to stay!

Announcements:

- Tarana proposed two changes to the agenda (Tech Report Update and Library update)
- Annie is joining the meetings as note taker and will work with Valerie to ensure that agenda and minutes will be posted to website.
- Peter von Bleichert commented that he had heard many comments from faculty about great Marisol has been over the last several months and the contributions she has made to CSM! Tarana agrees.
- The purpose of this committee is to review tech-related issues, to make recommendations. We are an advisory committee only.
- We don't have a student rep yet.

Updates from ITS (From Yoseph and Annette):

- Annette has been the primary contact on campus assisting with the Student Loan Program in coordination with Ellie and her team and the bookstore.
 - 700 devices have been issued.
 - We are short on hotspots but getting more
 - We are upgrading the Wifi in parking lot 2 (so far we are only seeing a few cars per day)
- Bldg 36 has been upgraded
- Evaluating Bldg 18
- Bldg 19 is getting a facelift, upgrade of technology, estimated to be a 2-year project. We are 5-6 months in to the project.
- Replacement of Computers Cycle: Current process is Annette is meeting with Micaela weekly. They have an alphabetized list of faculty/staff computers and are identifying who needs replacement. Machines that are out of warranty will be reviewed on a case by case basis and addressed as possible (through work order, evaluating, approval by Micaela).
 - Tarana wanted to know if this replacement process is documented anywhere?
 - Robin commented that roughly every three (3) years was the replacement cycle but we didn't publicize it due to the funding, but there is an internal form to request equipment (through your dean), not posted on the website.

- Yoseph commented that they are working on remote lab access for students. Partnered with Laura D and her team to see what kind of software is available (primarily looking at Business, Physics, and Engineering). There is some testing in the district that is up and running.

Technology Plan Update (Tarana):

- COVID delayed the Tech Report. Tarana is working on it. Hopefully the committee can review the draft of the report on the next DEAC meeting (11/5), prior to Tarana presenting at IPC on 11/18.

DEAC (Marisol):

- Canvas integration:
 - Launching “Pronto” training via canvas. It has a chat function. We don’t have a training date yet.
 - Video Management System (launched in the Fall with test faculty)
 - We did lots of work in the Summer (R&S) and QOTL.
 - We have a new Instructional Designer to help faculty get ready to apply new learnings to their courses. Thanks to Peter von B for his involvement.
 - October 19 is the new QOTL start (6 week course).
- ACCJC spring visit. Will check in and observe our DE online courses.
 - Info will be going out to explain what their visit will look like.

Library Update (Ellie):

- The Library and ITS are working closely; coordinating local teams and with SKY and CAN teams with Library, ITS, and Bookstore. Coordinating the distribution and return days (all locations being on same schedule).
- In addition, CSM has their own pick-up days, working closely with Annette and the bookstore
- As soon as we get new catalog items (devices), they are quickly added to the inventory database.
- We track all inventory with school libraries and the district library so we know what locations there are, what is out there, what is outstanding.
- 100 Hotspots have been ordered. Once received, Library will catalog them, ITS will barcode them and then they will be distributed.
- We are integrating with the Learning Center so students can request anything they need: books, tools, sewing machines, etc.
- We are demo’ing Panoto; automates post production;
 - modeled after YouTube
 - captioning happens automatically. Does it by speech recognition and can do other languages. Variances by how clearly you speak.
 - Meets ADA compliance for caption but you may have to do minor edits.
 - Judy will look at it as deaf students might need more assistance.

TAC Web Page Discussion:

- David McClain is updating the meeting times: agendas and summaries need to be updated.

- We need to review the layout of the website; think of the intent (Tarana displayed Cañada's as an example). What's good about it?
 - They prominently list Recommended tech resources (Tarana asked if these were up to date and should we post them). Yoseph said they are updated 2-3 times per year and are currently up to date. Yoseph will send to Tarana.
 - Student tech resources
 - Faculty/staff resources
 - What is the Committee's opinion about posting these links?
 - Robin's concern is about funding. We try to determine how necessary the request is; posting standards might imply people can have those items.
 - Yoseph commented that these are supported by ITS but he is not saying they are options.
- The discussion turned to the issue of MAC replacements. These machines cost double what Dells/HP cost. CSM has the largest bulk of MAC machines.
 - Don't publicize MACS as an option.
- Peter von B commented that he thought the Cañada site is cleaner and that people accessing the site are probably looking first for action or resources. We could probably just link to the mission statement.
 - Should post minimum baseline hardware requirements for Canvas. Adjuncts often have machines that don't meet requirements.
- Mike H joined the meeting and commented:
 - Without changing the culture, we have a set amount of \$ for updating machines. We have to be wise in how we spread resources out. Not advocating just the use of PCs but how do we communicate our limited resources and that we cannot accommodate everyone's request?
- Peter commented that Apple is creating software of obsolescence every three (3) years. Can't we notify the faculty/staff of this?
 - Yoseph said we have had discussions with Apple because they are slowing devices down. 13" MACs don't have good performance zooming. We have 16 ram solid state. We are having ongoing discussions.
- We need to know what is a real need. Do people NEED a MAC or do they PREFER a MAC?
 - Judy commented that it's a difficult problem when people have preferences for MACs with additional costs. Can we do a 'Loan to Own' type of situation (for full-timers only)?
 - Yoseph commented; can the same task be performed on both machines? We could offer assistance transferring data from MAC to PC.
 - MACS are not designed for Enterprise.
 - We should shift the burden to faculty for them to defend why they need it.
 - Tarana would like to come to a consensus and advise how to communicate out.
- Back to the Cañada site as an example to update our website:
 - Need to show resources for working online
 - Link Advisory Committee site so people can find resources?
 - Robin commented that this website needs to be revamped. Historically hidden. Look at either the Financial Committee or IPC for layout and design ideas.

- What is the committee's opinion about posting these links?
 - Robin's concern is about funding. We try to determine how necessary the request is; posting standards might imply people can have those items.
 - Yoseph commented that these are supported by ITS but he is not saying they are options.
 - Mike: good to give links for help for: Canvas, COVID, Hotspots.
- We should make changes sooner than later.
- Provide a Base Package; would we allow people to upgrade?
- What is the standard (minimum) required to do your job?
- Have a 'Contact TAC' link. Who would get those emails?
- What would New Hire policy be?
 - Deans should talk about consequences of having MACS with each new hire.
 - Bring to IPC for broader discussion. Explain how MACs are problematic and expensive.
 - Tarana has made a formal recommendation that the committee present to IPC, Peter seconded it, all were in favor.
- We have not heard if we will receive any additional funding. The funding we have now has to last several years.
- Tarana would like a subgroup for the website: review site, make recommendations to Dave: Robin, Peter, Judy volunteered.
- Mike commented that the committee needs to present to IPC NOW to raise our visibility of accomplishments. We should meet before hand (like 10/7) so that Tarana can give an update during the October meeting (10-21). Tarana, Yoseph, and Annette will work together on costs/reasonings behind. Peter suggests quantifying obsolescence!

Technology PD and Flex Activities (Action):

- How is PD doing overall with technology (ie Flex Day)?
 - Talked about doing a workshop on technology available and how to use.
 - Start a doc with current and new technology (Marisol, Ellie, and Yoseph). At the Nov meeting, ID faculty who've used it to do a workshop and train (or include vendor).N
 - Need Best Practices and Training?
 - Mike H wondered if this was our charge? Or should we just provide links? Yoseph asked if we are duplicating anything with the district. Chris S is doing trainings (zoom, etc), Marisol is doing training. Should we gather all training and send to the Tech Committee? It should not be our charge to put it together. IT offered summer trainings and recorded them. Can we show links under Resources tab? Links would be housed on district site.
 - Its good that we have an inventory. Tarana would like volunteers to help put everything together. Marisol will help.
 - How are we disseminating to faculty about new software? Academic Senate (Arielle) does weekly updated on Friday. Deans update faculty. Mike H commented that nobody reads emails these days! How we do communicate effectively? We need multiple channels. District is reviewing creating a site for faculty. It's called 'Teach Anywhere'. But it still is a good idea to provide links.

- Judy commented that maybe it is a good idea to have graphics, videos, photo on the webpage to grab people's attention. The amount of text can be overwhelming and distracting. Robin mentioned the Library website looks great and encouraged people to take a look at it.
- Mike commented that even if we are not ready to show IPC any changes we are proposing, it is very important to tell IPC what we are working on and why. Gives them an opportunity to offer feedback.