

Technology Advisory Committee Minutes

Tuesday, August 31st, 2021

Virtual ZOOM 1:00PM to 2:30PM

Committee Attendees: Tarana Chapple, Mike Holtzclaw, Erica Reynolds, Peter von Bleichert, Judy Lariviere, Annette Perot, David McLain

Check In: Meeting attendees introduced themselves and shared what they did this summer. Erica Reynolds mentioned new Instructional Designers starting on September 8th and with Distance Ed growing from one to five members, her office has been relocated to the 4th floor of College Center Bldg. Annette Perot has been busy with student tech orders and tech loaning for students and states there is still a high demand. Judy Lariviere asked when HyFlex rooms would be installed. Mike Holtzclaw responded to her question about his recent meeting which entailed the conversation about which rooms will be used for HyFlex by either incorporating it to current room set up or changing entirely to HyFlex.

Reminder – Structure of Meetings: Tarana shared the revamped per semester structure of the TAC meetings to make them more productive. The first meeting of the semester will be dedicated to setting up goals and allocating task, following two working meetings and one wrap up. Everyone agreed to this set up.

Goals:

- **Complete Tech Plan:** Judy asked how the committee will be handling the tech plan and Tarana recommended this task would initiate on the first work meeting. Tarana said some sections were already complete and will use working meetings to split work and a calendar with deadlines for development will be created. Erica brought up accessibility surveys sent out before pandemic and Tarana mentioned that there was one sent out about tech items needed and feels this is a good time to send another. Mike suggested to coordinate with David and Hilary to send a student survey. David suggested not sending a survey at the time because there is a gray area with what students may need since the transition has been overwhelming and people still don't fully know what they may need.
- Tarana mentioned that a student representative may be a part of the committee soon.
- **Resource Assessment:** Tarana listed different tools the campus is using to gather data and is wondering how affective they are, and if this is something TAC should oversee. Mike and Anette suggested this is something the committee would do. Peter suggested looking at resource request to identify needs and would proceed to selecting what's best. Mike recommended including a special area in program review/resource request located under effectiveness. Mike stated that the TAC Committee should monitor what is being used and the effectiveness, all agreed.

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- **Loaner Equipment/ Laptops:** Tarana mentioned the effective process to checking out the loaner laptops/equipment, but their biggest concern is recovering those items from students/employees. Tarana asked is this something the TAC committee handles. Mike agreed with Tarana and mentioned this issue was there even before pre-covid. Anette suggested the Human Resource department oversee retrieving items, but they will have difficulty knowing what is owed by each person. Although it is hard to pinpoint, Tarana mentioned she wanted to bring awareness to this issue. Mike suggested to bring up to new executive vice chancellor and David suggested the new District Auditor as well. Everyone agreed that this should come out of the district, specifically from Human Resources.
- **Request/Hire Accessibility Specialist:** Tarana shared that all division deans had previously requested a Accessibility Specialist position but since a specialist was hired at the district level, the position was not approved locally but the funds were and they were used to fund the two new Instructional Designers. ASLT Division will submit a new request during program review. Tarana asked the committee to provide recommendations directly to her of people and items that should be included in the program review/resource request. Tarana asked Erica to add specialist conversation at the next DEAC meeting.
- Erica asked about possibly requesting an accessibility tool to identify issues, "You Do It", is the current tool to help evaluate courses and issues in entire course but it is not the most helpful. Committee agreed this is something to look over.

Task Allocation:

- Website design
- Tech Plan
 - **Survey** - Tarana asked David if he would be willing to follow up with Hilary and be the survey lead and whether or not the survey questions be should be created with TAC. David suggested holding off on survey until Spring since Fall is too soon to tell what people will need but we can go ahead and start the discussion now.

Website Update: Pete asked David how realistic is it to update website this semester? David said content can be updated quickly, useability/ mobile friendly also but restructuring will be hard because of the lack of staff in his office. Pete and David are set to sit down and go over what can and can't be done for website and will go over with the committee during working meeting.