Technology Advisory Committee (TAC) Minutes
Tuesday, September 21st, 2021
Virtual ZOOM 1:00PM to 2:30PM

Committee Attendees: Tarana Chapple, Robin Lee, Elnora Tayag, Judy Lariviere, Erica Reynolds, Annette Perot, Peter von Bleichert, Kamran Eftekhari

1. **Check in/updates:**
   - Tarana shared that we now have a new student representative for the TAC committee. Tarana also mentioned that Magda will be reaching out to marketing about uploading minutes and agenda. Robin commented on meetings and agendas being uploaded to the website for public access as an ongoing project they hope to streamline soon. Peter shares that he has an appointment with David and hopes to make some progress by next meeting.
   - Peter updated the committee on taking lead in functionality of website. He is currently taking courses at SMCCD and from his current experience feels new students need to be trained on canvas more. Suggested having a canvas training video or some type of basic template for students to use. Erica advised that the New Instructional Designers can work on this with collaboration with students. Peter also suggested a template for instruction with flexibility of still having academic freedom. Erica said there is a template in Sandbox and sometimes instructors do not go through DE committee or have pre-created courses they use but said she would work with new Instructional Designers on creating a different system.
   - Robin reminded everyone that Program Review and Resource requests are due October 1st no later.
   - Elnora stated that the library and bookstore continue to meet every other week with a set timeline being followed. New technology has been ordered for both students and instructors and they are working on getting it out. Elnora shared a Fall 2021 Tech recall timeline. Tom is ordering hotspots, student iPads, student laptops. HEERF funding is funding all of this.
   - Judy shares her experience with canvas and how it affects their success and how it is hard for both students and instructors. Judy asked for an update on Hyflex and when that would be implemented. Annette will provide an update soon.
   - Tarana provided an update on the Accessibility Specialist position. This position is being requested through Program Review/resource allocation. A meeting between Tarana and others will be held to review and provide feedback on the resource request for this position.

2. **TECH PLAN**

   - Tarana shared the tech plan with the group with a quick overview of what every section is. TAC does not find funding; this committee focuses on making recommendations for our tech programs/areas. The tech plan entails TAC membership, Mission and Goals, SMCCD strategic goals, Tech Plan development timeline, and tech plan survey. Tech plan details are equity focus, three-year goals/objectives, tech work plan, evaluation, and alignment with Accreditation standards.

   - Committee agreed on adjusting verbiage in tech plan goals: TAC does not provide or search for tech funding and they do not create policies. Judy suggested having a landing page where all tech information is housed on what instructors are using in the classroom. Erica mentioned that a lot of the tech being used by instructors is housed under the SMCCD continuity site, she shared a link (**https://faculty.smccd.edu/instructional-technology.html**) in the chat for committee to access. Tarana suggested Magda adding link to the TAC website for accessibility.

   - Tarana asked committee if students and classified should be added to Professional development goal under "Enhance Teaching, learning and student support/accessibility". Robin suggested creating workshops for new and continuing personnel. Annette will work on providing current criteria housed in ITS for tech replacement to implement in TAC tech plan. Tarana asked committee what they felt would be the best way to communicate this information; Peter recommended having someone reply to online queries and a newsletter sent out periodically to everyone.

   - Tarana asked about creating a central place for faculty tech emergency support and committee agreed this support would fall under the new instructional designers. Erica recommended that by defining the support provided from TAC, ITS and Distance Education, it'll help with streamlining assistance to faculty. Peter suggested division mentors should be added as support to faculty as well. Erica asked the committee what they felt was the best way to provide tech support to students; Judy suggested to have it embedded into CANVAS or part of student orientation.

3. **Closing:** Tarana closed meeting by suggesting the committee review the two last bullet points listed under "possible goals" in the tech plan and work plan timeline for the next TAC meeting.