Technology Advisory Committee

Meeting Notes – October 9, 2023

Virtual ZOOM 1:30 to 2:30PM

Attendees:	Tarana Chapple, Erica Reynolds, Robin Lee, Ellie Tayag, Carla Grandy, Alicia Frangos, Annette Perot, Angela Zepeda
Guests:	

Structure of meetings

Tarana - Proposal for meetings going forward: meeting twice a semester instead of monthly and using both meetings as working meetings

Carla -ok with it if we make good use of the meetings – identify goals and map out a way to get there. Being efficient with meeting time.

Robin – Maybe we can do September and November instead of October and December

Fall: September – define with we need to do and November check-in.

Spring: 2 per semester

Reviewed Technology Plan 2022 – working document

Edit and feedback on Mission and Goals:

Technology Advisory Committee Mission and Goals:	Edits / Feedback
Develop both short-term and long-term technology plans, and ensure these plans are integrated into institutional planning at all levels, aligning with the long-term goals of the college and the district.	Will stay the same
Develop an annual assessment of the College's future technological needs in light of advances in technological capabilities as well as technological needs created by new pedagogical approaches.	We focus on this with surveys. Maybe we can collect information in a different manner, we can talk about that during planning.
Propose sufficient technological standards and make recommendations to the College's	Will stay the same

Institutional Planning Committee with respect to the College's technological needs.	
Participate in the creation of policies concerning appropriate use of technological resources at both the college and district level.	
Work with the Finance Committee to create and to finance a Total Cost of Ownership model, which includes identifying funding sources for the replacement of outdated technology.	Does this fall under the purview of TAC? Carla – Funding piece – no. We have outdated labs that we will have to figure out which will be replaced and that can be this committee. Tarana –reword or take out
Work with the Distance Education Committee to ensure that adequate technological resources exist to support the College's distance education and other technology-mediated efforts.	Erica –wording should be a little narrow --> Make sure students served online receive the same experience as those face-to-face – not sure if this fall under DEAC or TAC. Resources to make recommendations in consultation with representatives from ITS, HR, and PD departments for tech training for all college employees.
Make recommendations in consultation with representatives from our ITS, Human Resources, and Professional Development departments for technological training for all of our college employees.	We will discuss during Work Plan meeting – might remove. Robin - why did we include HR in this? Carla - Might be during the time we required people to take trainings Erica – some of the trainings coming out of PDA - use of Excel coming out of HR? Ellie – Mandatory trainings

Technology Workplan:

GOAL: Utilize technology to enhance teaching and learning, provide accessibility, improve communication, and deliver instruction in a variety of modalities.

Objective	Involvement	By	Comments
1. Provide universal access to technology across the campus environment by ensuring that assistive technology for individuals with disabilities is integrated into the Library, Learning center, labs, and public spaces.	Dean of ASLT, TAC Committee, ITS, Facilities, Disability Services, VPI, VPSS	Fall 2024	Annette – Learning Center and some Labs have assisted tech software in most PCs Robin – how is it funded? Annett– DRC split 3 ways with all campuses Robin – need to discuss funding TC – need to look at the spaces to make sure tech is available. Special pens (not sure of the brand name) used to request through recourses request. It is important to know where students need to go to get this resource.
2. Develop a faculty peer to peer division mentor program for faculty technology support	Division Deans, faculty volunteers, PD Faculty Coordinator	Spring 2023	We can adjust date to a realistic date. Identify a faculty member for each division that is knowledgeable with most of the tech we use and can be a resource within division. Updates at IPC Table - Would need to do reassign time

			or points for this faculty member
3. Collaborate with Cañada and skyline college to create a process of leveraging resources when necessary.	Dean of ASLT, VPI, ITS	Fall 2022	No comments
4. Offer technology onboarding by developing training for students and faculty that will develop the technological skills necessary to be successful in an increasingly technological society and will provide equal access to technology for all students in pursuit of their educational goals.	PD Faculty Coordinator, TAC Committee, ITS, Dean of Counseling, Dean of ASLT, Director of The Learning Commons	Fall 2024	Professional Development- need to bring Susan Khan into the conversation. Training for students - who should be involved? Erica – I think we need to narrow this. Do students understand that they should update password every 6 months and how to keep your data safe? Will talk more about this during our next meeting. What topic for faculty do we need to discuss?
5. Collaborate with the Professional Development Committee and Academic Senate to determine campus professional development needs related to technology	TAC, CTL, PRIE, Academic Senate	Spring 2023	Professional Development- need to bring Susan Khan into the conversation.
6. Recommend procedures and policies for instructional technology and	TAC, DRC, DEAC, VPI	Spring 2025	Not sure how this fits in our role. Remove.

online instruction in consultation with the Accreditation Liaison Officer, Disability Resource Center (DRC) and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act.			