EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
SEPTEMBER 17, 2020

AMENDMENTS IN RED.

> The Academic Technology Committee is a sub-committee of the
> College Technology Committee and the Academic Senate that
> focuses on the academic technology needs of the college.

Members Present: Pete Marcoux, Michael Wynne, Crystle Martin, Richard Perkins, Lyn Clemons, Joyce Dallal, Kristine Numrich, Tiffanie Lau, Dr. Marlow Lemons, Loic Audusseau, Elana Azose, Ryan Gan, Briita Halonen, Carolyn Pineda, Janice Pon-Ishikawa, Moses Wolfenstein, Nzita Bell

Introductions
All the committee members made introductions. Nzita Bell, Interim Technical Services Supervisor was welcomed to the Academic Technology Committee.

Equatio
Equatio is a math to speech technology software. It makes math digital and be screen readable. It is a useful tool to help everyone convert math into other formats. It was explained that Equatio, at the moment, is not available and would like the Academic Technology Committee to be able to assist in pushing this technology option forward. Equatio was presented to the College Technology Committee and was approved, which was sent to the College Council. It was mentioned that the status of the contract for Equatio could be at the purchasing department.

Crystle Martin is looking for ways for Equatio to be funded. A proposal has been made to see if it can get funded by the SEA grant. It was explained that a license for Equatio to be available campus wide. It was mentioned that Chemistry, Physics, and Math would definitely benefit from this program. It was also mentioned that the sales rep for Equatio can provide a month free trial until October or the earliest their new fiscal year.

Student Academic Needs Discussion
It was mentioned that the ADOBE license for the campus was ended. The Los Angeles California Community College Foundation made an arrangement with Adobe for students can purchase a license for 6 month at the cost of $40.00, it is unsure if this is a statewide community college problem, but was mentioned that maybe the California Community Foundation can be helpful. It was explained, that there are many issues because the students in the digital arts require a computer as well as the Adobe software and many do not have it. There was some funding through the CARES Act, and request have been made for the students, but they still cannot get the software and they are now in week 5 of the semester. It was mentioned that students who purchased the software had received it in week 4, and students should not be dropped. It was suggested if the ATC can create a policy since many departments on campus use

Adobe. It was also suggested if there can be a survey to be sent to the students to identify which students do not have the technology and put them on the list and also give them priority for their classes. It was suggested if the survey could be located near the registration section where students can easily locate it, maybe students could be surveyed of their academic needs within Colleague without the need to send a survey via their emails. To be an equitable campus, it was recommended find a solution to assist the students who are behind and need to catch up. It was explained that the campus has been struggling with communicating with students before the semester began. There was a committee to assist with this, but there has not been any meetings. P. Marcoux is in that committee and when they meet again, he will mention the concerns and recommendations. L. Audusseau mentioned that the Adobe Creative Cloud licenses appeal will be cut by El Camino College tomorrow morning, Friday, September 18, 2020. As soon as the vendor receives the appeal, then they can provision the account for the students, and hopefully the licenses can be distributed early next week. It was explained that all students need to do is use their ECC email address and password login to the Adobe portal and the account is already provision for them. As soon as L. Audusseau gets confirmation from the vendor he will send out an email to inform everyone.

Tech Survey
The tech survey was originally planned to be administered in Spring 2020 before the pandemic. When the campus closed in March, the initial plan was to continue and administer the tech survey. There was a pivot and realized that it was needed to send out a COVID student survey, in which this survey did include technology questions, accessing courses online and other basic needs. It was mentioned that the survey also included questions, on how did the college respond to the COVID situation and how comfortable will they (students) feel about returning back to campus. Unfortunately, the technology survey was stalled. This fall, there will be many surveys going out, and the technology survey will be one of them. It was explained that the survey to be sent at a right time, due not wanting to overload the students with many surveys at the same time and possibly get a good response rate for the technology survey.

Technology for Remote Instruction
Classrooms in the math department do not have windows and it will be difficult to practice social distancing in math division. M. Lemons is proposing to have equipment in the classrooms that allows the instructors to have their lectures to have remote access to the students and have live lectures. This equipment will be live streaming and instructors will be allowed to record and upload it in the learning management system. It was mentioned that if students are allowed back in the classroom, there will only be a 12-13 capacity and other students cannot be allowed in the classroom. M. Lemons has informed Vice President, Dr. Shankweiler, and she liked the idea. Dr. Lemons has now brought it to the Academic Technology Committee's attention. This equipment will need to be explored through tech connect to get sublicense for zoom. It was mentioned that to capture the video, the computers in the classrooms could be equipped with a classroom camera and microphones. It was also mentioned that if instructors will be using the board for work, there will need to an additional camera installed, this will help with reducing enrollment and maintaining social distance. It was recommended for a budget to be put together and see how much it would cost to do one classroom. Once that is done, a discussion can be made for either grant proposal or other options. It was also recommended to upgrade Zoom where faculty

members can project onto the projector and also screen share what they have on an iPad and do the board work, students will be able to see what the instructor is projecting.

N. Bell announced a webinar that will be talking about virtual learning, which will be once a month. If anyone is interested, please send an email to NBell@elcamino.edu.

CanvasCon will be having a free virtual conference on October 15, 2020. Registration must be completed by October 9, 2020. Last year, they had an InstructorsCon and it was really helpful and had several good breakouts.