



Academic Technology Committee

Agenda Sheet



Facilitators

Stephanie Burnham (Co-Chair)
Marlow Lemons (Co-Chair)

Date & Time

9/23/2023 at 9am to 10 am

Notetaker

Janet Quezada

Mission Statement

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.

Attendees

	Loic Audusseau		Tiffanie Lau	x	Erica Soohoo
	Elana Azose	x	Marlow Lemons	x	Claudio Vilchis
	Jonathan Bryant		Dean Lofgren	x	Moses Wolfenstein
x	Stephanie Burnham		Mark Malonzo		Michael Wynne
	Ryan Carey		Andrea Micallef		
x	William Carter	x	Kristine Numrich		
	Ryan Gan		Richard Perkins		
x	Felipe Gutierrez		Carolyn Pineda		
x	Saraa Hashim (ASO)	x	Janice Pon-Ishikawa		

Agenda

1. Approval of meeting minutes from May 2023
2. Informational:
 - 2.1 Third Fridays of the month 9-10am (9/15, 10/20, 11/17. Should we do a December one?)
 - 2.2 MS Teams Site
 - 2.3 Student Representative
 - 2.4 Changes in Senate: New President; we are ok to continue with online meetings
 - 2.5 Keeping a repository of information and past topics
 - 2.5.1 William Carter: What's the update on HyFlex?
3. Action
 - 3.1 Write 2023/2024 Goals
 - 3.2 Tech Request Flow Chart
 - 3.2.1. Volunteers help
 - 3.3 2024 Ed Tech Conference
 - 3.3.1. Theme: Generative AI?
 - 3.3.2. Budget?
 - 3.3.3. Keynote Speaker

3.3.4. Location: Library; confirmed LIB 102, 142, 166

3.3.5. Date: Educational Technology Conference, March 29, 2024.

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
SEPTEMBER 23, 2023
MINUTES

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.

Review Minutes

All in favor of approving the meeting minutes from May 26, 2023

Informational:

- Currently meeting every third Friday of the month from 9am-10am. Dates will be 9/15, 10/20, and 11/17 via zoom. Will possibly meet on 12/1 if needed.
- MS Teams Site – Every Academic Technology Committee member now has access to the new ATC folder on the MS Teams Site. There are many files that are accessible, such as meeting minutes, agendas, To- Do list, Academic Technology Conference updates and yearly plans.
- Student Representative – S. Burnham introduced Saara Hashim, she is the ASO representative and Erica Soohoo, administrative assistant for Humanities, they will be joining the Academic Technology Committee.
- Changes in Senate: New President, Charlene Brewer-Smith. The Academic Technology Committee is considered an advisory committee and can continue with online meetings.
- Keeping a repository of information and past topics – This information will be kept on the MS teams sites.
- William Carter: What's the update on HyFlex? – W. Carter shared the Hyflex Count document where it shows how many classrooms have HyFlex and Non HyFlex but are AV Controlled. At the moment, there are a total of 52 classrooms with HyFlex. W. Carter will meet with Lloyd and discuss future funding for more HyFlex classrooms.

Action

- Write 2023/2024 Goals:
 - Plan and execute the annual Educational Technology Conference for Friday March 29, 2024.
 - Continue to assess the need and availability of HyFlex instruction.
 - Get the word out to students, faculty and staff about what they have access to technology wise and how to best utilize that technology.
 - Flowchart on how technology is requested.

- Consult on the adoption of a new similarity and AI checker program (work ODE)
- Theme will be “Generative AI: The Good, The Bad, and The Unknown.”
- Budget? No budget information was discussed at the ATC meeting.
- Keynote Speaker – 1 keynote and at least two workshops on the theme. It was suggested to find a speaker from the outside. Please email S. Burnham with any recommendations for keynote speakers, Sburnham@elcamino.edu.
- Location: Library; confirmed LIB 102, 142, 166
- Date: Educational Technology Conference, March 29, 2024.