Academic Technology Committee
Agenda Sheet

Facilitators: Stephanie Burnham (Co-Chair) **Date**: 2-24-2023
Marlow Lemons (Co-Chair) **Time**:9:00 am-10:00 am

Notetaker: Stephanie Burnham **Location**: Zoom

Attendees:

	Loic Audusseau	X	Marlow Lemons	X	Oscar Villareal
	Elana Azose		Andrea Micallef		Moses Wolfenstein
X	Ryan Carey		Mark Malonzo		Michael Wynne
	Johnathan Bryant	X	Kristine Numrich		
X	Stephanie Burnham	X	Richard Perkins		
	William Carter	X	Carolyn Pineda		
	Nancy Freeman		Janice Pon-Ishikawa		
X	Ryan Gan		Jenny Simon		
X	Tiffanie Lau	X	Claudio Vilchis		

Proposed Agenda:

1. Review minutes from 12/9/2022
2. Process for requesting non-standard tech
3. Ed Tech Conference: discuss where we are at, what we need, etc.

> 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.

Ed Tech Conference: discuss where we are at, what we need, etc.

- Marlow: confirmed keynote speaker and funding.
- President Thames and VP Lopez unable to come; will send a video
- Committee discussed menu and decided on gourmet sandwiches.
- Conference will be held in the library due to Bookstore rooms being occupied.
    1. Confirmed the rooms and assigned the presentations to each room.
- Conference program updated; discussed QR code, map, and some printed schedules for the conference.
    1. Presentations added to the program: Tiffanie to speak about the SRC, Marlow confirms Solomon Russell to do a presentation; Marlow to do a math and TikTok.
- Committee discussed and revised the formstack for the attendees.
- Presenters to get the descriptions to Stephanie ASAP.
- Richard to reach out to Pearson to come as a vendor.
- Volunteers for conference:
    1. Ryan morning session
    2. Richard can do both breakout sessions
    3. Tiffanie morning session
    4. Carolyn can do both breakout sessions
    5. Student worker (Marlow)

Marlow to do: get the plaque/certificate of appreciation for the keynote; menus and ordering food; send email announcement; confirm President and VP Lopez video; Raffle prizes: (cengage and macmillan providing something for the raffle); Name tags/stickers; Sign-in sheets; facilities and room set-ups.

Stephanie to do: Flyers with QR code linked to the digital program for the day of the conference; email design for announcement; directions, info, parking for presenters, vendors, and keynote; Raffle prizes: (cengage and macmillan providing something for the raffle); add bios and descriptions to the program.