



**Technology Committee Meeting
September 21, 2021 -- 2:00 p.m.
Via Zoom Conference**

Minutes

COMMITTEE (√ marks those present):

√	Loic Audusseau, CTO ITS, Chair	√	Crystle Martin, Library/LRC Co-Chair
	Ann Tomlinson, VP Admin. Services	√	Brenda Thames, Superintendent/President
√	Josh Armstrong, Campus Police	√	Stephanie Burnham, Academic Technology
√	Laurie Dawdy, Guest/HS&A	√	Leo Barrera, ADA Compliance
√	Stephanie Dewitt, Purchasing & Risk Mgmt.	√	Ryan Gan, Library
√	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Marlow Lemons, Mathematical Sciences
√	Peter Marcoux, Academics	√	Marci Myers-Mojica, Institutional Research
√	Ann O'Brien, Marketing & Communications	√	Dipte Patel, Counseling
√	Gema Perez, ECCE		Makayla Propst, ASO
√	Idania Reyes, SSC	√	Beverly Rouse, Administrative Support/ITS
√	Linabel Sajo, Applications/ITS	√	Moises Santander, Student Representative
	Noe Servellon, Student Representative		Susan Shapiro-Baker, Administrative Support/ITS
√	Maria Smith, Human Resources	√	John Tamura, Purchasing & Risk Management
√	Hiep Tran, Interim Tech Services/ITS	√	Sal Valencia, Audio Visual/ITS
√	Claudio Vilchis, Network Services/ITS	√	Moses Wolfenstein, Distance Education
√	Steve Waterhouse, Enrollment Services	√	Paul Yoder, Information Security/ITS
√	Douglas Graham, The Alma Group/Guest	√	Shaun Blaylock, The Alma Group/Guest
√	Brian Hayden, Student Services		

STATEMENT OF PURPOSE

The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops monitors and evaluates implementation of the College Information Technology Strategic Plan.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Agenda

1. Welcome – Committee Chair Loic Audusseau opened the meeting. Committee welcomed Brian Hayden, Student Services Specialist who is representing ECCE. An orientation to the committee will be scheduled.
2. Agenda Review – The Committee accepted as amended the September agenda with changes. We will move Viviana’s presentation as line item 4 and Moses Wolfenstein’s presentation of Hypothesis, an annotation software on line item 8.
3. Approval of Minutes – The Committee accepted and adopted the August 17, 2021.
4. Tech Committee Self-Assessment Survey – The idea behind the survey and report is to help guide the development of the Technology Committee goals as a community and refine goals that are already in place. The assessment areas are: a) Purpose, Goals & Tasks; b) Committee’s Functioning; and c) Decision-Making Effectiveness & Communication. Overall, the results were positive, however, there’s a variety of perceptions about the level of completion and request more progress reports throughout the year and an implementation of an orientation for new members. It is noted that the survey taken was based on previous goals set in 2019 and 2020.
5. Mass Email Etiquette – The basic definition is an email sent to the entire campus community or a large subset of the campus community. For example, students, faculty or staff. Currently, there is no policy or documented requirement pertaining to mass email. There are no guidelines or best practices established and these mass emails are not moderated. Loic is proposing that Technology Committee initiate a proposal to establish guidelines and best practices for the campus community. Mass emails places a lot of stress on our email system, particularly when it’s a full-blown conversation. Therefore, it is recommended that we establish guidelines and best practices for the appropriate use of email versus other communication tools. It is also recommended that we identify other communication channels that may be more appropriate for certain communication, especially mass communication to reduce the number of messages that are sent to students, faculty and staff. Loic will meet with a small group of volunteers to further the conversation regarding mass emails. The group will share the results with the committee on a later date.
6. Technology Procurement Process – If you are a faculty and are requesting non-distance education related hardware or software, the process would go through your annual plan, unless it’s an emergency. You will need approval from your academic departments and your academic dean. If the purchase is over \$50,000, you will need cabinet approval as well and the funding must be secured through your division or annual plan. You will need to submit the contract for purchasing,

preferably three to six months before the start date for Fiscal Services and Board review and approval. In the case of hardware, you will need to request a quote from the Technical Services Supervisor along with the account number for the charge. If you're a faculty and you're selecting distance education related hardware or software, the process is similar except the process goes through the Library and Learning Resources Division with the funding coming through your division and then through the Technology Committee for approval. The funding is not connected to the Technology Committee. A visual map of this process will be provided to the committee and campus community.

7. Facilities Master Plan Update – Douglas Graham discussed how we link Facilities, Instruction, Student Services and Technology. Since the last meeting, the Alma Group has spoken with colleagues in different divisions in our campus community. They have updated baseline drawings and conducted a couple of different surveys in terms of the quality of Facilities. To link the different elements, they have focused on trends and best practices seen and bridging the digital equity gap and looking at the active learning that technology allows access anywhere, anytime, as well as new ways of bringing students back to campus. This effort applies to not only the instructional environment, but throughout campus. The Alma Group's goal is to create an active learning environment integrated with audio visual technology that is easy to use, instinctual or intuitive, rather than challenging and complicated. We will come back next month with some interesting information to share with you that involves tunneling through buildings and creating more environments for relaxing outside the classroom, job fairs and other kinds of group events that will be included in the campus master plan.
8. Hypothesis – Hypothesis is a social annotation software that allows you to annotate documents or other web pages or PDF that plugs into Canvas. The instructors are able to see all the annotations the students have done and also break students into groups. We currently utilize on a pilot basis and the accessibility requirements have been met. We have a few heavy users and one super user on campus and are interested in continuing to use. The Academic Senate has signed off on continuing the usage of Hypothesis. The vendor is willing to give us a reduced-price contract for an initial year test of \$4,000 for 1000 user CAP. They will not charge us anything additional for this year if we were to choose to renew a contract with them subsequently. It is asked that this item is added as a Board item next month, assuming that it passes through this committee. The committee unanimously voted to procure the purchase of Hypothesis pending Board approval.
9. Working Group Updates – The leaders of the Working Groups will update the committee next meeting as the first item of discussion.
10. Adjournment – The meeting adjourned at 3:09 p.m