

Technology Committee Meeting (TCM) 2017-2018

Thursday, February 22, 2018

3:00 p.m. – 5:00 p.m.

College Center – Fourth Floor Conference Room

## MINUTES

| Name | Present |
| --- | --- |
| Amito’elau, Sylvia | X |
| Blair, Shelly | X |
| Chapman, Cheryl | EXC |
| Emerson, Dana | EXC |
| Gonzalez, Shanon | X |
| Harrison, Nate | X |
| Horan, Elizabeth | X |
| Johnston, Chris | X |
| Jones, Nancy | ABS |
| Nash, Bob | ABS |
| Nguyen, Son | X |
| Thompson, Dave | X |
| Tran, Toan | ABS |
| Winterbourne, Susan | X |

Guest(s): Meg Yanalunas, Instructional Technologies Designer

 Aeron Zentner

 Stephen Barnes

Recorded: by Martha Tran-Nguyen

Transcriber: Kathleen Surgenor

## **CALL TO ORDER**

* 1. Welcome – Dave Thompson opened the meeting and welcomed the committee.
	2. Adoption of Agenda: 02/22/2018 - Sylvia Amito’elau made a motion to approve Agenda. MSU (w/amendments)
	3. Approval of Minutes:
* 11/16/2017 – E. Horan made a motion to approve Minutes. MSC

## **REPORTS**

* 1. None

## **DISCUSSION**

* 1. Technology Master Plan – Dave Thompson – Dave advised the committee to review the Technology Master Plan in *Sharepoint*. Feedback from committee is welcome, but recommendations should be submitted directly to Dave ASAP as deadline is set for the **end of March**. Members can edit the document in *Sharepoint*.
	2. Technology Committee Meetings – E. Horan – Elizabeth discussed scheduling and frequency of the Technology Committee meetings. After discussion, the committee agreed to meet twice a month; however, if the 2nd meeting it is not necessary, it will be cancelled. A recommendation will be made to College Council for approval.

**MOTION:**A motion was made and seconded to propose a revision to schedule Technology Committee meetings twice a month vs. once a month. Meetings will be held the 1st and 3rd Thursday of each month (if feasible). If 2nd meeting is not necessary, it will be cancelled. Proposal will be submitted to College Council for approval. MSC

## **ACTION ITEMS**

* 1. Follow up on Action Items from 11/16/17:
		1. Provide a full list of District IT’s definition of support software for students and staff – Dave Thompson – Dave reported that the list consists of *Microsoft Office* and *Adobe Creative Cloud*. Other programs would be obtained by purchasing additional licenses. Questions about the software programs should be submitted to IT via a Help Desk Request. Dave and the committee discussed various software programs that are and are not currently supported by District IT. **Dave** will provide a list of software programs currently supported by District IT for the committee’s review. **Dave** will create a separate list of Coastline software programs supported by IT. ***FOLLOW-UP AT NEXT MEETING***
		2. Committee members to create a list of specific questions to be sent to Dave Thompson regarding the prioritization/feasibility Assessment. Aeron created a list and will e-mail to committee members. Aeron distributed copies of the \**2017-18 Technology Feasibility Assessment for 2018-19 Implementation* document and outlined items reviewed by *PIEAC* in order to approve or not approve funding requests based upon feasibility. He provided an explanation of the new approval process used to determine feasibility of technology equipment requests. Dave and the committee reviewed the list and discussed each line item, posed questions and made recommendations. The list was provided to the committee in late November. Therefore, the November due date was missed so the approval process is behind schedule. ***COMPLETED***

## STANDING REPORTS

* 1. District IT Directors Meeting – Dave Thompson – Project Prioritization software will be launched next week. This committee is responsible to input projects for Coastline into the program by the next meeting, so that items can be prioritized. This is essentially the testing phase of the software program which is a work in progress that will evolve over time. One-time funding is available from the state which was initially offered to M&O. M&O declined, so the funding has been reverted to Technology. A proposal will be submitted obtain monies to cover costs of technology needs. Some ideas for items to be incorporated in the proposal are: purchase of technology equipment, computer refresh, student conferencing capability systems, virtual classrooms for students, build an e-gaming sports stadium room at GGC. A discussion ensued amongst the committee and they made recommendations for additional items to be added to the proposal prior to submittal.
	2. District Technology Meeting – Dave Thompson –Cheryl Chapman provided a presentation of the *Camtasia Relay* product at the last meeting. Dave expressed that the one-time funding monies could be considered to cover costs of that product as well. Dave provided an update on the status of *Single Sign On.* He advised that another attempt will be completed to launch the *Single Sign On* during spring break and will include the new version of *Luminus*.
	3. PIEAC – Dave Thompson - Prioritization lists were reviewed.
	4. Academic Senate/FSC – Cheryl Chapman – No Report
	5. Associated Government – (no ASG rep attends meetings)
	6. Classified Senate – EOPS provided a presentation on the *Food Pantries* project for students which was also presented to the Academic Senate.
	7. Canvas Work Group – Dave Thompson – This group is not an official committee, but rather, an unofficial sub-committee of the Technology Committee. Therefore, it is deemed a *work group*. Sylvia reported that the group met and discussed student data necessary for financial aid fraud investigation purposes and software necessary to process that data. In April, District IT will be responsible for creating courses and term set-up for enrollment. Shelly Blair advised that a syllabus access tool is being provided for faculty members in order to provide the ability to export a syllabus from with *Canvas* and create a document for use. Dr. Serban has incorporated the *Student Orientation* process into Canvas which will launch tomorrow. District needs to confirm this process. The next Campus Work Group meeting is slated to be held on March 20 at 10:00 a.m. in the Annex Conference Room. All interested parties are invited to attend. Stephen Barnes expressed concerns about the omission of appropriate faculty representation within the Canvas Work Group. Dave Thompson explained the role of the *Work Group* and invited anyone interested to attend meetings. A lengthy discussion ensued amongst the committee regarding faculty concerns and the role and responsibilities of the *Canvas Work Group.* The *Work Group* makes recommendations, not final decisions. Stephen requested clarification of the role, responsibilities and composition of the *Canvas Work Group.* Shelly Blair recommended changing the name of the group to reflect that it is a technical participatory group. Marie Vaughn will add Agendas, Minutes, meeting dates and times to *Sharepoint*. A decision was made to **tentatively** change the name to *“Canvas Advisory Team”*. An announcement should be incorporated into *Canvas* to alert students of hybrid course offered online and on site.

## **ANNOUNCEMENTS**

## **SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN**

* 1. Technology Master Plan
	2. Technology Committee Meeting Schedule
	3. Software Program List
	4. Review of *2017-18 Technology Feasibility Assessment for 2018-19 Implementation* document
	5. Proposal to attain funding for Technology Services
	6. *Single Sign On* Launching
	7. Canvas Work Group

## **ADJOURNMENT**

The meeting was adjourned at: 4:50 p.m.

Documents Distributed:

1. *2017-18 Technology Feasibility Assessment for 2018-19 Implementation*

Next Meeting: Thursday, March 15, 2018, 3:00-5:00 p.m., 4th Floor Conference Room

*\*Attachment emailed
\*\*Attachment provided at meeting*