Draft Technology Committee Notes

March 2, 2017

1:30 – 3 pm

Present: Cheu, Gainer, Hansen, Harrell, Hernandez, Hui, King, Krueger-Gilka, Luciw, Pape, Ranck, Shannakian, Shears, Spatafore; Waiteasa

**Introductions/Approval of Minutes**

Members of the Technology Committee provided self-introductions and first-time attendees Lili Krueger-Gilka and Stacey Shears were welcomed by the group. The minutes of February 2, 2017, were approved.

**Technology Plan One-Year Implementation Plan**

Recent implementation activities were related as recorded in the table below.

**Goal 1: Support ubiquitous, agile technology across the campus community.**

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| **Objectives** | **Implementation Activities** |
| Promote the consolidation of technology functions to yield economies of scale and/or foster better communications. | * Ongoing in Technology Training.
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| Assist with the transition of the course management | * The Canvas migration will be complete by summer.
* Trainings, support ongoing.
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| Create a map for technology support | * Harrell provided a first iteration for the review by the Technology Committee. Edits were made to “Find Computers” to 150 in two Library labs.
* Downloading of district programs and software updates should be included (Lynda.com and training).
* Add College Buys, Office 365
* Adding a section to capture these suggestions.
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**Goal 2: Teaching, learning and student engagement.**

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| **Objective** | **Implementation Activities** |
| Collaborate with Academic Senate, other partners on the development of open educational resources | * Ranck is working with the Academic Senate on a job descriptions list which includes parameters and expectations and will move onto the hiring process.
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| Assist as affordable and feasible in the organized provision of tablets and similar devices in classrooms and programs.  | * More iPads via IPBT review of instructional equipment and through the Impact AAPI grant.
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| Guide the continual growth of course management system functionality to foster meaningful student-instructor and student-to-student communication.  | * King: This year the focus is the Catalyst migration to Canvas. In future, Canvas can be used for SLOs, training, including pedagogies.
* Pape mentioned the more dynamic conversations with the grading interface.
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| Collaborate with its member accessibility expert and Disability Support Programs and Services (DSPS) to continually evaluate accessibility and Americans with Disabilities Act (ADA) compliance across the website, learning management system and student information systems.  | * Shears commented on involving ETS in assistive technology. The Library acquired assistive hardware and software and can serve as a prototype. Through the ETS Project Prioritization Subcommittee, Luciw, Ranck and Cheu will partner with Shears to identify goals, needs, and prioritize software requests for DSPS computer refreshes.
* Develop a subgroup to address, possibly a 508 subgroup.
* Add accessibility as a standing item.
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| Improve access to student and academic services via technology | * Ongoing input from TC members to ETAC and Banner on key topics
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**Goal 3: Deeper research into student success and subsequent responses**

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| **Objectives** | **Implementation Activities** |
| Collect and analyze data to guide the enrichment of the student experience through technology. | * King is accessing Help Desk Tickets. Ongoing.
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| Research and work to implement as appropriate emerging technologies that improve student access to services and explore the integration of such technologies through the website, VOIP phone system, faculty and staff email and the course management system. | * My Portal allows access to Canvas. Students can access Canvas 4 days prior to the start of the quarter.
* Ongoing collaboration
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**Goal 4: Professional Development**

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| **Objective** | **Implementation Activities** |
| Cultivate a culture in which technology training is understood and beneficial for all employees. | * Plan for senior staff (per Ranck and Spatafore) to encourage managers to subsequently encourage classified professionals to attend technology professional development opportunities.
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| Evaluate technology training needs and priorities.  | * Krueger-Gilka to identify priorities while the Technology Committee will serve as an advisory group.
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**Technology Training Update – Krueger-Gilka**

Krueger-Gilka shared a mind map illustration of Software/Apps used throughout the district. Software is grouped and identified into six main categories: Communication, Instruction, Office Productivity, Student-Related, HR-Related, and Creative. In future, Krueger-Gilka would like to offer a suite of training, and pre-training modules on campus. She welcomed ideas, additions and suggestions.

**Student .edu addresses**

Spatafore shared her email communications with Joe Moreau regarding student.edu email addresses. Moreau met with the ASFC president and recommended that a DASB rep similarly collaborate with the colleges and district to develop parameters and a process. Waiteasa reported on a recent DASB meeting on the topic, at which a wish was expressed for all students to receive .edu email addresses. Spatafore relayed that at least initially, the addresses will likely be offered upon request.

**Standing Update Items**

* **ETS Project Scheduling Committee**: Ranck discussed the computer lab refresh and multimedia prioritization. Would like to facilitate a strong on-boarding process for new faculty and staff during summer. Both Cheu and Shears expressed interest.
* **Online Education Advisory Group:** King and Gainer reported the work is going very well with the transition of Catalyst to Canvas. Discussion followed on how to back up Catalyst files by the end of spring quarter.
* **OEI**: Moreau was unable to attend and will update the group at a future meeting.
* **ETS**: Luciw provided an update of extension 8999 (voicemail) and the migration of old analog lines to the new phone system. Emergency phones, fax machines, elevator phones, and blue light phones have not yet been migrated. She is currently working on migrating De Anza Visitor to Campus Visitor Wireless and provided examples of application.
* **ETAC**: Security training is on the Chancellor’s Advisory Committee agenda for March 3. The proposal includes voluntary training on how to keep computers safe.
* **Banner Student Committee:** Harrell related that among other topics, discussion continues regarding student email addresses, as noted earlier in the meeting.
* **Accessibility**: Newly added standing item beginning with the April meeting.