

**Modesto Junior College
College Technology Committee
February 16, 2021
2:00pm – 3:00pm
Online Zoom Meeting**

Members	Present	Absent
Sarah Schrader , Vice President, College & Administrative Services (Chair)	√	
Michael Leamy , Librarian (Co-Chair)	√	
Nancy Backlund , Professor, Office Administration	√	
Scott Fernandes , Senior Network Analyst		√
Juan Garcia , Instructional Support Specialist, Allied Health	√	
Margo Guzman , Director, Technology Services	√	
Joshua Harper , Network Analyst		√
Joshua Hash , Director, Enterprise Services - Operations	√	
Lisa Husman , Executive Secretary (Recorder)	√	
Joseph Macklin , Director, Enterprise Services - Applications		√
Maria Marquez , ASMJC Student Representative	√	
Phillip Martinez , Program Specialist	√	
Christian Million , Senior Research Analyst		√
Danielle Preciado , Adjunct Instructor – Child Development	√	
Joshua Sigman , Front End Web Developer		√
Michael Smedshammer , Coordinator, Distance Education	√	
Jeff Swank , Director, Media Services	√	
James Thomas , Network Analyst	√	
Tiffnie Versola , IT Business Analyst		√
Sargon Yadegar , Information Systems Specialist	√	
John Zamora , Professor, Computer Science		√

- I. **Call to Order/Welcome**
Sarah Schrader called the meeting to order at 2:02pm.

Action Items:

- II. **Review and Approval of Minutes – 02/02/2021**
There was consensus to approve the minutes from 02/02/2021. One abstention was noted from Danielle Preciado.
- III. **Roles and Responsibilities of Participatory Governance at MJC**
The Participatory Governance document was reviewed due to questions from the last CTC meeting.
There was discussion and clarification regarding the CTC membership and chair/co-chair model of the committee.
There was consensus to approve the document as it was previously submitted and return it to the Roles and Responsibilities of Participatory Governance group.

Informational Items:

- IV. **Classroom Technology Suggestions from Distance Education**
Sarah opened up the conversation by reminding the committee that we have a large amount of HEERF II funding and we have one year to spend it. She stated having a streamlined process and technology standards would make these purchases much less complicated. She asked Mike Smedshammer to discuss the requests from the

OEI Committee memo. She added that she has received feedback from departments stating that specific technology needs will vary from different departments.

Mike spoke about having “hy-flex” technology in classrooms. This would allow some students to attend class in-person and others to be online. He stated the technology exists but is very complicated. He also advised that this technology would need to be utilized by faculty that are technology savvy as they would be running the technology without IT support in the classroom. Mike stated he is already receiving requests from some faculty for this type of technology.

Jeff Swank advised that he and Scotty Gonser are meeting with Extron Electronics about “hy-flex” equipment and should be more prepared to share about their findings in the next week.

Sarah asked for CTC volunteers to attend vendor meetings as well. Mike Smedhammer and Nancy Backlund volunteered. Mike advised he would also like to invite faculty member, Ruth Lumen. Margo Guzman or Sargon Yadegar will also be present.

Sarah shared the “Instructional Space Technology Standards” document that was created on 11/15/2018. Jeff Swank advised that these standards would still be applicable for technology needed to improve or advance technology in classrooms other than “hy-flex” classroom settings.

There was discussion regarding the pros and cons of flat panel screens and wireless technology. Another topic discussed was the capacity of assistance IT can provide for enhanced technology and the training that could be provided to faculty for enhanced technology.

Sarah asked student representative, Maria Marquez, for student feedback on classroom technology. Maria advised she would speak to the ASMJC representatives and report back to CTC.

Sarah asked the committee for other standards that may need to be established other than the media standards shared today.

- Technology Standards (Margo Guzman)
- Media Standards (completed)
- Hy-Flex Standard/Audio Standards-Sound Reinforcement (due to muffled voices from masks after vendor meetings take place)
- TCO for Projectors (have on hand)
- Software Standards in the near future (Josh Hash)
- TCO for Investments made from the HEERF II funding

An issue was brought up regarding Hepa filtration machines in the classrooms causing too much noise with mics. Sarah will speak to Facilities regarding this issue.

There was discussion regarding the technology request form. Sarah requested a copy of it to share with the Deans. Sarah mentioned transitioning the form into Etrieve.

V. Windows 7 Computer Replacement Update

Margo provided an update stating that approximately 72 laptops from seven science carts are being replaced.

Sarah is working with the Deans to reduce desktop computer labs.

Working on replacing existing computers in labs and classrooms that are still running

on Windows 7.

A quote has been provided for adjunct computers that will be replaced with Lenovo desktops as some of these are shared computers.

VI. Standing Reports:

A. Michael Smedshammer, Distance Education

- The Online Education Committee has drafted a policy for using cameras in the classrooms and that is moving forward to Academic Senate.
- The Online Education Committee is updating their mission statement to reflect the mission statement of the college.

B. Joshua Sigman, Front end Web Developer

Joshua was unable to attend today's meeting to be able to focus on catalog work. He emailed the following update:

- The catalog and Ocelot are moving along.
- The new MJC catalog will be launched on March 22.
- Joshua hopes to share an update regarding Ocelot's launch schedule at our next meeting on March 2.

C. Josh Hash, Information Technology – Operations

Josh provided a written IT update and placed it in chat messages during our meeting. This update is available [here](#) on the CTC website.

There was discussion regarding Self Service among the committee members.

Prior to check-out, Michael Leamy stated that he reviewed the technology request form and that it would need some revisions prior to transitioning it into Etrieve. He recalls discussion at prior CTC meetings regarding simplifying the form and reducing the number of questions prior to finalizing it. He is not certain that was ever done.

VII. Check-Out

The committee is committed to simplifying the process of spending the HEERF II funding and creating standards for technology purchases.

Revising the technology request form.

Developing a process/training for all faculty to be able to utilize the technology that is being recommended.

Prior to check-out, Michael Leamy stated that he reviewed the technology request form and that it would need some revisions prior to loading it into Etrieve. He recalls discussion at prior CTC meetings regarding simplifying the form and reducing the number of questions prior to finalizing it. He's not certain that was ever done.

Meeting adjourned at 3:08pm.

Next meeting: March 2, 2021, 2:00pm – 3:00pm, Online Zoom Meeting.