

**Modesto Junior College**  
**College Technology Committee**  
**February 19, 2019**

<b>Members</b>	<b>Present</b>	<b>Absent</b>
<b>Jenni Abbott</b> , Dean, Institutional Effectiveness	√	
<b>Al Alt</b> , Vice President of College & Administrative Services	√	
<b>Nancy Backlund</b> , Professor, Office Administration	√	
<b>Joshua Brown</b> , Instructional Support Technician, Allied Health		√
<b>Arnold Chavez</b> , Director, Great Valley Museum		√
<b>Juan Garcia</b> , Instructional Support Specialist, Allied Health		√
<b>Michael Garcia</b> , Instructional Support Technician		√
<b>Margo Guzman</b> , Director, Technology Services	√	
<b>Joshua Hash</b> , Network/Telecommunications Manager	√	
<b>Lisa Husman</b> , Executive Secretary (Recorder)	√	
<b>Michael Leamy</b> , Librarian	√	
<b>Joshua Sigman</b> , Front End Web Developer		√
<b>Michael Smedshammer</b> , Course Design Coordinator	√	
<b>Jeff Swank</b> , Director, Media Services		√
<b>Tiffnie Versola</b> , Program Specialist	√	
<b>John Zamora</b> , Professor, Computer Science		√

**I. Call to Order/Introduction**

Al Alt called the meeting to order at 2:05pm.

Prior to the agenda, Al advised that Resource Allocation Council had agreed on priorities for the one-time money. These included: categorical salaries, first round computer refresh and any remaining would be applied to the pool repairs. The priorities went forward as a recommendation to College Council on 2/11/19. Al received a memo from Susan Yeager regarding one-time money proposals that he will forward to CTC.

**Action Items:**

**II. Review and Approval of Minutes – 12/04/18**

There was consensus by the committee to approve the minutes from 12/04/18.

**Informational Items:**

**III. Classroom Technology Standards**

The System’s Office requires the college and district strategic plan to align with the statewide vision and budget plan. Per the State Chancellor, the colleges should also align with the state initiatives.

Our operation plan should therefore, match our strategic plan to include the Educational Master Plan (EMP) and program review.

Classroom Technology Standards need to involve Michael as faculty for a work group which would go into classrooms along with Margo’s technicians to figure out what works. Once a baseline standard is established, it’s possible to create some examples throughout the college to see what works for everyone.

There was discussion regarding ideas of how the technology can be set up as examples. There was also consensus that a survey should go out from CTC to ask what type of technologies that staff and faculty need. Once results are received, technology demos could be set up followed by another survey regarding the

feedback on the demos.

Jeff Swank had sent out a classroom standards document prior to today's meeting. This document was created in November 2018.

We will agendize this information for our next meeting.

#### **IV. Executive Team Priorities**

The College Technology Committee should review any needs and recommend a prioritized list through the governance process. Josh Hash is working on a list and will bring it back to CTC. This will include the framework based on rationale of District or College needs. Jennifer Zellet captured a list in Dean's Cabinet. Al will ask her to recap the list and bring back to CTC as well.

Joshua Hash spoke about the need for a living document that can be shared and updated as needed. This list may live on TEAM in Office 365.

There was consensus that the TCO shall come through CTC before anywhere else and go through the governance process prior to making any purchases.

Tiffnie Versola inquired on the proper way to re-introduce Starfish to the college community. Al invited her to present a Starfish demo at our next meeting.

#### **V. Needs List**

This agenda item was incorporated into agenda item IV.

#### **VI. Standing Reports:**

##### **A. Michael Smedshammer, Distance Education**

ACCJC will be back on March 28 for a return visit which we are ready for. Jenni's office was tasked with randomly choosing 15 classes that ACCJC will go through and review for regular and effective contact.

On March 1, there will be a meeting at Skewer's to celebrate the effort and success of regular and effective contact.

We are piloting "Cranium Café" for online counseling with Demetrius Keriotis.

Currently training a small cohort of 12 faculty to teach online.

We're building a POQR (Peer Online Course Review) which allows faculty to look at each other's courses. There will be two POQR's, one in April/May and the second in May/June.

##### **B. Joshua Sigman, Front end Web Developer** Not available for a report.

##### **C. Margo Guzman, Technology Services**

Margo is getting acclimated with her team. Two specialist positions were filled. Willie Yohana from the help desk is working with Tech Services on work orders.

#### **VII. Check-Out**

One-time money priorities were agreed upon at RAC and those recommendations were sent forward to College Council on 2/11/19. If any funding remains after the priorities, it would go back through RAC for reprioritization.

One of the priorities includes the computer refresh which will catch us up on the 5 year cycle. Prior to replacing any desk tops or laptops for faculty and staff, CTC will review the plan prior to any purchases being made.

The meeting adjourned at 3:58pm.

**Next meeting:** March 5, 2019, 2:00pm – 4:00pm, CAT Building, Room 262