

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

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

- I. Call to Order/Welcome**  
 Sarah Schrader called the meeting to order at 2:06pm.

**Action Items:**

- II. Review and Approval of Minutes – 02/16/2021**  
 There was consensus to approve the minutes from 02/16/2021. There were three abstentions noted from Scott Fernandes, Christian Million and Joshua Sigman.
- III. Clockwork Software for DSPS – Jacquelyn Forte**  
 Sarah advised she received a request for a software purchase from DSPS. Jacquelyn shared the Clockwork brochure and quote with the committee. She explained that Clockwork is an efficient scheduling and data tracking software that would be useful for DSPS. She stated that the current scheduling and tracking devices are outdated and not reliable which causes inaccuracies and incorrect reporting.  
 Jacquelyn answered questions regarding other vendors, if the quote included any professional services for the data migration for the integration work with Colleague and if Columbia College was included in this conversation.  
 Sarah advised Jacquelyn that Lisa would share the software link on our website and the committee would let her know if there are any additional questions and how we would or would not move forward with this purchase.  
 The committee discussed leveraging resources between all of the programs that

could benefit from a software like Clockwork rather than purchasing individual software programs to address one department's need.

There was discussion regarding the outdated current software that IT is no longer able to support.

Josh Hash and Joe Macklin advised they would introduce this project to the Business Analysts to work through and would include Columbia College as well to determine if the District already has a software to address the need. The Business Analysts would also determine if there are other departments that could benefit from a solution like this. There was consensus by the committee to have the analysts do more research on the project. Sarah will communicate this to Jacquelyn and let her know the business analysts will be reaching out to her regarding the specific needs of her department.

#### **IV. Technology Request Form**

The Technology Request form was reviewed. There was discussion as to when and why this was created by CTC. The form was created in November 2019. The "New Technology Request Rubric" was taken to College Council on 12/09/2019. Sarah advised she would review the rubric and the College Council minutes. This item will be brought back to CTC for further discussion and changes will be made to the form as needed. The hope is to be able to add this form to Etrieve in the near future.

### **Informational Items:**

#### **V. IT and Other Standards**

Jeff advised that they are having a meeting next Monday with the VPs of Instruction, Deans and faculty regarding classroom AV. He will have more to report after that meeting. They have had some meetings with manufacturers and vendors regarding the "hy-flex" modality.

Margo advised her team is still working on the Technology Standards document.

#### **VI. Windows 7 Computer Replacement Update**

Sarah advised we are making progress on this project. The college has ordered the desktop computers to replace Windows 7 computers for adjunct offices as well as various other areas.

Sarah has also received a request for two more carts from another department.

#### **VII. Standing Reports:**

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

- The Online Education Committee is continuing to work on the definition of "online instruction" and expand that toward "hy-flex" and other permutations which continues to evolve.
- Michael has been working with Scotty Gonser and Jeff Swank on the audio video possibilities for the "hy-flex" options in the classroom.
- Continuing to work on the mission statement for the Online Education Committee based on the college's mission statement.

##### **B. Joshua Sigman, Front end Web Developer**

- MJC will have a new online college catalog as of March 22.

- We are moving along on implementing Ocelot. The vendor has been in touch with the departments to make sure that the chatbot includes all of the answers to questions that students may ask.

**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 were two brief discussions regarding Class Climate and the ability to translate final grading in Canvas into Colleague.

**VIII. Check-Out**

- Minutes were approved from 02/16/2021.
- The Business Analysts will do additional research on the software requested for DSPS.
- Sarah will review the Technology Request form and compare that to what was approved in College Council and will work on another document to review requests to make sure they meet the standards the committee is establishing.
- Received an update on standards and Windows 7.

Meeting adjourned at 2:57pm.

**Next meeting:** March 16, 2021, 2:00pm – 3:00pm, Online Zoom Meeting.