Modesto Junior College
College Technology Committee
March 3, 2020

Members	Present	Absent
Sarah Schrader, Interim VP College & Administrative Services (Chair)	√	
Michael Leamy, Librarian (Co-Chair)	√	
Scott Fernandes, Senior Network Analyst	√	
Juan Garcia, Instructional Support Specialist, Allied Health		√
Margo Guzman, Director, Technology Services	√	
Joshua Harper, IT Network Analyst	√	
Joshua Hash, Director, Enterprise Services - Operations	√	
Lisa Husman, Executive Secretary (Recorder)	√	
Thomas Lee, Systems and Program Administrator (Guest)	√	
Joseph Macklin, Director, Enterprise Services - Applications	√	
Christian Million, Senior Research Analyst	√	
Lisett Munoz, ASMJC Student Representative		√
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 1:59pm. Thomas Lee, Systems and Program Administrator, attended the meeting to present on PHP Live. There was consensus to add PHP Live as an informational agenda item.

Action Items:

II. **Review and Approval of Minutes – 01/21/2020**
There was consensus by the committee to approve the minutes from 01/21/2020.

III. **Plan Prioritization**
Michael Leamy spoke about the prioritization of the Technology Plan. After receiving survey feedback, it is apparent that faculty and staff would like to focus on training and a plan on how to deliver the training. There was dialogue on how to move forward with training to provide what is needed in a realistic timeframe to current employees and how to develop an efficient on-boarding process for new employees. Sarah suggested if we know exactly what type of training we need, we should be able to develop a budget and pass that on to the Professional Development Committee. If we cannot do in-house training, maybe we hire a professional expert that can put a library of training videos together that are housed in a certain area of our website for current and new employees. Based on the employee survey, we may be able to research needed resources and store those in a certain area on our website as well.

The other priority that Michael mentioned was focusing on site licenses so everyone has the software they need and it is paid for in an efficient way.
Aside from these priorities, Michael stated the Committee has made huge strides

regarding the role of the Committee, how we will work with IT, how to move IT requests forward and computer replacement.

Sarah advised that she is working with Deans on computer replacements and developing a list of desktop or laptop preferences which will allow us to create a more accurate cost estimate to get computers replaced. She advised that we are trying to transition to mobile carts and strategically place actual computer labs in high traffic areas. Not only does this address technology and resource issues but a space utilization issue. Scott mentioned that we need to make sure when the mobile labs are identified that we work with the networking staff to verify that the wireless density is there to support the devices.

There was dialogue regarding student support, canvas and phone tree issues. There will be additional conversation between IT and Patrick Bettencourt to figure out the best solution.

Sarah inquired as to who would be able to lead the effort in identifying the training resources we have to address the trainings that were identified from the results of the survey and who would like to put together what we have and where we can find it. Michael Leamy volunteered to lead it but is unable to do all the work on his own. Joshua Hash volunteered to help Michael. Michael will email the committee to work together with IT to compile a list of what we have and where it is at. Margo Guzman advised that she will assist also because there are some trainings on the service desk website. Sarah advised once we know exactly what we have, we can develop a list of what we need and what the cost of these are to take to the Professional Development Committee.

Informational Items:

IV.   **PHP Live**
Scott Fernandes introduced the newly agendized item, PHP Live, which is our chat platform. He stated that we voted to support this in a past meeting. It was explained that PHP Live was a simple script that was put on the website but that is not the case. He stated that Thomas Lee will explain why we may need to revisit this decision and suggest an alternative.

Thomas Lee further explained the PHP Live is a chat platform for students or any visitors to our website to communicate with our support team. An issue that we are having is, in order to have this up and running we need the infrastructure portion of it and a separate server that would store the chat information which are legal documents. Thomas discussed this portion with our webmaster and he was unaware of the time-frame to keep these documents. Depending on how long we are supposed to keep this, we would need someone supporting this and the back-up if we are hosting ourselves. Thomas advised PHP does have a hosted version with their own solution.

Thomas advised since we are using Office365 Teams as our platform, he is suggesting the departments use Teams as a chat platform. Each department would have their own script. He relayed that the cost of Teams is a lot less then PHP Live. Teams is $39 per month for 3 domains with unlimited messaging and support. PHP Live online is $950 per year for only 20 operators. If we include and start to support Columbia in the near future, we could move to Teams for $79 per month for 10 domains with unlimited messaging and support.

Thomas will work with Joshua Sigman to set up a pilot for Teams within the next

month with the same departments that were piloting PHP Live.
Sarah suggested once we receive feedback on Teams, we can make a recommendation to College Council.

V.   **Standing Reports:**
   A. Michael Smedshammer, Distance Education
   - With the coronavirus, the DE Coordinators from other colleges and myself have been discussing what our plan is if there is a pandemic. The answer would be to flip all classes to online. Two tools for that is Canvas and Zoom. This would be no problem for current online teachers but more of a challenge for teachers who have not taught online. Some contingencies are being developed and we are currently piloting some faculty using live Zoom in live face to face classes. Some students are in class and some are on Zoom.
   One source of concern is a lot of the classrooms are not ready for Zoom. We would need to prepare classrooms with the technology needed for live Zoom meetings.
   - We are thinking about integrating Starfish into Canvas.
   - We are updating the student online readiness quiz that students are encouraged to take before signing up for an online class.
   - We are paying close attention to competency-based instruction.
   - We are evaluating our status in the OEI online exchange and rather or not that continues to be a wise choice for us. We should be able to submit to join the OEI exchange.

   Sarah added that we need to be proactive and ready to operate remotely if the coronavirus turns into a pandemic.

   B. Joshua Sigman, Front end Web Developer
   Not available for report out.

   C. Josh Hash, Information Technology – Operations
   - Our new Vice Chancellor started yesterday. He seems to be a very nice person and very likable.
   - We completed our year end accomplishments and are finding a way to publish that. There are several groups that IT reports out to so IT will compile a monthly list for better report out and efficiency.

   Sarah ended the meeting by explaining the "MJC Decision Making Principles" that will be on the bottom of MJC agendas going forward.

VI.   **Check-Out**
   Plan prioritization was discussed with the main focus being on training, site licenses, and student support.
   PHP Live was discussed along with an alternative.

   The meeting adjourned at 2:56pm.

   Next meeting: March 17, 2020, 2:00pm – 4:00pm, CAT Building, Room 262