

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

<b>Members</b>	<b>Present</b>	<b>Absent</b>
<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	√	

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

**Action Items:**

- II. Review and Approval of Minutes – 03/02/2021**  
There was consensus to approve the minutes from 03/16/2021.

- III. Technology Request Form**  
Michael Leamy explained that the CTC Request Rubric had been approved by College Council in 2019. He explained there was also a CTC Request Form and neither are being utilized. He stated that the rubric and the form need to be reviewed for changes or leave it as is and move it forward. He mentioned there are two different types of requests that we will see come forward; one is the single request that may come from a department directly to CTC and the requests that come from Program Review that filter through RAC and then CTC for review. Sarah added that we have the guiding questions on the request form that were approved by CTC and the rubric that was approved by College Council yet all of the questions are not on the rubric. Sarah suggested that we match up the questions with the rubric and then try to embed the rubric or the questions into Program Review where the bulk of the requests will come from. In the steps of the College RAM that will hopefully be put into place soon, RAC will receive the technology requests through Program Review, RAC sends them to CTC to prioritize them from a wholistic college view. When addressing the single requests

from departments, the form could be utilized through Etrieve. The guiding questions/rubric would be followed for prioritization.

Sarah advised the minutes from when this was discussed states that once CTC prioritizes items, they would go to College Council for approval. Sarah asked the committee what the intention was with that. Josh Hash advised he recalls it being an informational type item going back to College Council with a list of what is moving forward but not for actual approval.

Sarah inquired as to what the committee thinks about embedding the guiding questions into the Program Review Process. There was consensus from the committee to do this. Sarah will contact Jennifer Zellet and Curtis Martin regarding this.

Sarah shared the questions and rubric in order to match up the questions with the rubric.

There was consensus to utilize the rubric form of the questions for Program Review for technology requests.

Sarah will continue to work on the checklist type form for the standardization of requests that come in that are related to virtual classrooms/standards. Once that is complete, she will bring that back to CTC for review.

#### Informational Items:

#### IV. IT and Other Standards Update

Sarah inquired on a standards update.

Margo advised her team has not finalized the draft form but she will bring it to the next meeting.

Jeff advised they are meeting with the Deans and VPIs at both colleges gathering feedback. Once all of the meetings have taken place, he will bring it back to CTC.

Sarah relayed to the committee that a tentative estimate of \$2 million has been allocated for instructional technology, \$3 million for virtual classrooms and \$1 million for IT infrastructure.

She also communicated that the college will be receiving another allocation from federal funding in the amount of \$36 million, in which \$18 million will be allocated to student needs.

#### V. Windows 7 Computer Replacement Update

Sarah advised the Windows 7 computers for adjuncts and different general locations have been ordered.

Sarah relayed that she will be calling each Dean and discussing their computer labs in their respective spaces and transitioning those labs into mobile carts in an effort to repurpose those labs.

#### VI. Standing Reports:

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

Michael provided a written Online Education update in the chat message during our meeting. This update is available [here](#) on the CTC website.

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

Joshua Sigman was not available for a report out.

##### 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.

Joe Macklin added that there is a Clockworks demonstration on Thursday. Representation from DSPS and Counseling will be present from both MJC and Columbia College. Margo Guzman asked to be added to the invite.

**VII. Check-Out**

- Minutes were approved from 03/02/2021.
- We approved that the request that the rubric questions be embedded into Program Review. Sarah will follow up with Jennifer and Curtis regarding that.
- Still working on the standards.
- Windows 7 Update provided.
- Sarah advised she will not be at the April 6 meeting so Michael Leamy will be chairing that day.

Meeting adjourned at 2:48pm.

**Next meeting:** April 6, 2021, 2:00pm – 3:00pm, Online Zoom Meeting.