

**Modesto Junior College  
College Technology Committee  
September 1, 2020  
2:00pm – 4:00pm  
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>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>Phillip Martinez</b> , Program Specialist		
<b>Christian Million</b> , Senior Research Analyst	√	
<b>Lisett Munoz</b> , ASMJC Student Representative		√
<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>John Zamora</b> , Professor, Computer Science	√	

**I. Call to Order/Welcome/Introduction**

Sarah Schrader called the meeting to order at 2:02pm. She welcomed new members and introductions were done.

**Action Items:**

**II. Review and Approval of Minutes – 04/21/2020**

There was consensus to approve the minutes from 04/21/2020. Sarah Schrader, Phillip Martinez and Juan Garcia abstained as they were not present for the meeting on 04/21/2020.

**III. Revisit CTC Meeting Calendar**

Sarah conveyed that she wanted to revisit the meeting calendar for this committee. Engaging All Voices indicates that this meeting shall meet twice per month but it does not indicate the length of time of the meetings. The committee meetings do not normally last more than an hour. Sarah asked if the committee would agree to schedule the meetings for one hour instead of two. There was consensus to approve one-hour meetings twice per month. In the event additional time is needed, the meeting may be extended or an additional meeting may be scheduled.

## Informational Items:

### **IV. Computer Replacement Project Update**

Sarah advised a computer replacement prioritization process went through this committee and to College Council. Everything was approved and the prioritization was used for priority replacement for distribution. We reviewed the process and Sarah gave an update regarding the distribution.

The bundle that was distributed consisted of a laptop, docking station, two monitors, stylus pen, all of the cords and a back pack. These were funded by the CARES grant and college savings Columbia College also purchased the same bundles for its employees. Sarah thanked the IT team for all of their help with this project.

### **V. Computer & Hotspot Loan Program**

Sarah advised a hotspot loan program was created after quickly learning that students along with staff were struggling with wi-fi capability. We have loaned out most of the first shipment of hotspots. We are getting another shipment this week and also have more laptops on order to help our students be successful. All of the hotspots that we are loaning out are currently pre-paid for 6 months of activation. Faculty has been given a stipend to cover any out of pocket expense for having to extend wi-fi plans they are on or other expenses they may be incurring during remote operations.

### **VI. Wi-fi Expansion Project – Joshua Hash**

Wi-fi is being extended within our campus area. The wi-fi will be extended out into the major parking lot areas of both east and west campus.

The work is being coordinated with an external company.

Scott Fernandes gave an update expanding on the locations and the amount of work that has already been done with running the cable and how they are coordinating these efforts. He also asked that himself or Joshua Hash be contacted if there are any areas of campus that people would like to see the wi-fi extended to. There was discussion of a “dead spot” in the Performing Arts Center that was noted by IT.

### **VII. Remote Instruction – Michael Smedshammer**

Michael reported they had a great summer of training. 246 faculty were trained over the summer. Some of these were trained to teach remote instruction which mean there are synchronous zoom meetings. Although most people do use Canvas and were trained for that. Over \$200,000 in stipend money was paid out for training including mentors and facilitators. Michael stated that he works partially as a reviewer for OEI and believes we did the more training than any other community college which will benefit our students and help them be successful. Michael thanked the administration for being able to fund this training with the CARES funding and for a very smooth process.

### **VIII. CTC Goals**

Sarah wants the committee to think about what they want the Committee goals to be this year given the current work environment. We will bring our goal ideas back to the next Committee meeting.

## **IX. Standing Reports:**

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

- Online Education Committee has not met yet. However, there are two new tools coming out for faculty, Play Posit and Canvas Studio. These are really robust video tools that allow an employee to put videos into these tools and ask challenge questions. If the video is playing along and stops for students to answer questions or at the end of the video there is a quiz, this allows the students to answer the questions or take the quiz. This feedback can go right into the gradebook. There are some great options with these tools for faculty. The tools are free for two years.
- Michael also conveyed that there have been more requests for Canvas shells for Community Education classes. Michael advised there is a Lumen tool that Community Education uses that could “talk” to Canvas or Colleague and create those shells and those identities. Michael sees that as a need that is arising. Joe Macklin agreed with Michael that this should take place with Lumen.

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

- Joshua reported that Guided Pathways was launched on the MJC website. This will be the framework for the website that a lot of other pieces are going to fit into.
- Jobspeaker is a comprehensive platform that is going to be offering a lot of data driven job market data to the students.
- There is a program map coming online which will allow perspective students to plan out their path through Guided Pathways.
- There is more exciting technology which includes the Lumen online catalog that will streamline the process of students choosing their classes.
- MyPath is coming from the State Chancellor’s Office that will guide the students from application through enrollment and matriculation. These programs are centered around being more student friendly.
- The Public Relations Department has had to completely change the way they operate in this time of Covid-19. They would normally use posters, handouts and flyers to communicate with the students. Everything is now online which has been a big change.
- Sarah complemented Joshua and his team on the banners and posters. Joshua advised he would pass the complement on to Sherri Potts.

### **C. Josh Hash, Information Technology – Operations**

- Josh provided a detailed report that included updates on technology, application, infrastructure and media services. This report may be found as an attachment on the College Technology Committee website.

**X. Check-Out**

The minutes from 04/21/2020 were approved by consensus.

The Committee agreed to schedule CTC meetings for 1 hour instead of 2 hours.

Sarah provided updates on the computer replacement project and computer and hotspot loan program.

Josh Hash briefed the group on the Wi-fi expansion project.

Mike Smedshammer provided an update on remote instruction.

The standing reports were provided.

Sarah asked the Committee to think about goals for CTC and bring them back to the next meeting.

The meeting adjourned at 3:09pm.

**Next meeting:** September 15, 2020, 2:00pm – 3:00pm, Online Zoom Meeting.