

**Modesto Junior College  
College Technology Committee  
September 15, 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>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>John Zamora</b> , Professor, Computer Science		√

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

Sarah Schrader called the meeting to order at 2:01pm.

**Action Items:**

**II. Review and Approval of Minutes – 09/01/2020**

There was consensus to approve the minutes from 09/01//2020.

**III. CTC Goals**

Sarah reminded the Committee that we were bringing goal ideas back to this meeting for review. She advised there is a new updated draft of Engaging All Voices that is making its way through the governance process. Although this may change the Committee’s structure, she is suggesting that the Committee move forward with identifying some short-term goals.

The first goal that Sarah suggested that the Committee consider is replacing the remainder of the Windows 7 computers. Sarah explained there are a lot of Windows7 computers in adjunct offices and computer labs. Sarah would like to have a conversation with the Deans to determine if all of the computer labs are necessary or could we move to mobile carts and reduce the number of computers in the labs. Sarah did mention that computers on the 5-year replacement plan would be more of the high-end computers and bundles not necessarily the less expensive laptops that were purchased for student use.

Josh Hash added that IT now has a tracking process in place for the computers, are integrating service, and are committed to making sure the

computers do not become outdated in the future without having a replacement plan in place.

Sarah added that part of the goal should be to establish a replacement cycle and working with Resource Allocation Council to address the associated costs with that. Michael Leamy suggested training be one of CTC's goals. This would include identifying staff and faculty who are willing to help train.

Josh Hash advised Michael Smedshammer and his group along with Margo's staff have created a lot of videos and self-help knowledge base articles. Joshua also stated that an IT Townhall was done at Columbia last week that was very successful.

Michael Leamy stressed that we need to be able to let people know that these different trainings exist so they are accessible.

Josh suggested working with Mike Smedshammer and his staff to create a centralized repository or index to these different trainings and possibly attach flex credit to some of them.

Sarah suggested using one of our upcoming CTC meetings as an IT Townhall to invite the campus community and determine what training is needed.

Joshua advised that we could do that or start with some general subjects that are popular right now due to working remote such as Teams, Jabber, and Zoom.

Sarah agreed that some short video trainings on Teams, Jabber and Zoom would be ideal but still do them during CTC and open up the end of the meeting as a townhall with a survey and/or questions and ideas regarding the trainings.

Joshua advised that his team would put some trainings together and bring them back to the next meeting for review.

Another goal Josh Hash suggested was establishing classroom technology standards. He suggested some demonstrations would be useful. He stated this goal goes hand-in-hand with the TCO.

Mike Smedshammer stated he agrees everything we have talked about does fit with our Technology Plan but suggested that we should go back to this plan and work from there. This would allow us to continue working toward our accreditation goals as well.

Mike Smedshammer mentioned that his online education team has set office hours to answer questions and thought it might be helpful to have IT established district-wide office hours. Josh Hash advised he would look into that.

Sarah reiterated the 4 goals established by CTC today:

1. Replacing Windows7 computers in adjunct offices and labs. Reduce the number of labs and implementing additional mobile labs.
2. Establish a replacement cycle and work with RAC to identify fiscal resources to address technological needs.
3. Training to the campus community.
4. Establish classroom technology standards across the college.

## Informational Items:

### IV. Standing Reports:

#### A. Michael Smedshammer, Distance Education

The Online Education Committee met on September 9 and the following was discussed:

- They discussed a concern regarding the increased cost of Starfish and how that will continue to be funded.
- Net Tutor was discussed which is an embedded tutoring service that goes inside of Canvas. The OEI has reduced the number of hours they are willing to pay for this. A recurring concern that is seen is the college is given certain free tools that from OEI for a limited time. They are well liked but then OEI cannot afford to pay for them indefinitely.
- The Committee spoke about updating its mission statement but that is on hold until the college updates its mission statement.
- Mike advised that Betsy DeVos, United States Secretary of Education, has updated some language about regular effective contact. This language includes how much contact the student needs to have with their online instructor and if financial aid can be received if courses are independent study type classes. This language may impact the types of courses we can offer that are credit by exam.
- There are some issues with proctorial which is a robotic device that proctors exams and deciphers if a student is cheating on a test. There are some issues with accessibility that we are trying to work through with faculty to make it operate correctly.
- We talked about Media Share and the recommendation was that we stop allowing uploads to Media Share now and stop streaming out of Media Share December 31. This may or may not be a good idea but it would insure that we make the full transition off of Media Share and onto 3C Media. This would require some communication with faculty on how to access videos on the new service.

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

Joshua was not available to attend today's meeting but emailed the following report:

- Joshua is expecting to receive access to the new online catalog system this week.
- Will soon be convening a work-group of curriculum committee members and designers to collaborate on a catalog that will be a usable tool for students.
- The Online Education Committee met on September 9. They discussed a concern regarding the increased cost of Starfish and how that will continue to be funded.

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

- We are working with Mike's group regarding paid Zoom accounts requiring authentication as of September 27. Meetings will require needing a password or other form of authentication.
- Web Advisor SSO will be enabled and all areas affected should have been worked with. Pirates Net, Connect Columbia, Web Advisor for example that interact with Lucian will no longer have to have a separate password. This will be moved into the single sign-on environment. Joe and Josh have been working on an email blast to send out to the campus community.
- Self-service is moving along including several features such as Transcript and Grade for the student view.
- Facilities met with IT to look at Electronics regarding athletic upgrades.
- A lot of work has been done with the website project. Teams have met twice with a third meeting tomorrow. They are coordinating what projects will need infrastructure and servers, etc.
- Margo advised they are imaging the hundreds of laptops that have been received for student use.

### **V. Check-Out**

Sarah closed the meeting by reporting that the Board approved the budget with the allocation for the website and the IT TCO.

She reminded IT that we have CARES funding for the IT infrastructure projects.

The minutes from 09/01/2020 were approved by consensus.

Sarah will bring back the goals document and will link the goals to our Technology Plan for a consensus vote.

Standing reports were given.

Josh will bring back the training plan to our next meeting.

The meeting adjourned at 2:50pm.

**Next meeting:** October 6, 2020, 2:00pm – 3:00pm, Online Zoom Meeting.