

**Modesto Junior College**  
**College Technology Committee**  
**October 1, 2019**

<b>Members</b>	<b>Present</b>	<b>Absent</b>
<b>Jenni Abbott</b> , Dean, Institutional Effectiveness (Chair)	√	
<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 Hash</b> , Director, Enterprise Services - Operations	√	
<b>Lisa Husman</b> , Executive Secretary (Recorder)	√	
<b>Michael Leamy</b> , Librarian (Co-Chair)	√	
<b>Joseph Macklin</b> , Director, Enterprise Services - Applications	√	
<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, CSEA Rep	√	
<b>Tiffnie Versola</b> , IT Business Analyst	√	
<b>John Zamora</b> , Professor, Computer Science	√	

**I. Call to Order/Introduction**

Jenni Abbott called the meeting to order at 2:00pm. Introductions were made. Jenni called for any revisions to the agenda. Joseph Macklin requested to add “SiteImprove” to the agenda. Jenni advised we would add this as item number VII as Michael Sundquist was unable to be here regarding “Cornerstone”.

**Action Items:**

**II. Review and Approval of Minutes – 03/19/19**

There was consensus by the committee to approve the minutes from 03/19/19.

**Informational Items:**

**III. Review of Committee Charge & Membership**

The membership was reviewed. The membership leans toward more District members than college members. We’d like the membership to be constituency based. It may be appropriate to have both more technology users and faculty that are not necessarily technology experts. With an appropriate membership, constituents could communicate back and we would follow any developments through the governance process.

The charge was reviewed. Jenni advised that President Houpis asked that every committee and council appoint a person to sit on the work group to revise *Engaging All Voices*. An anonymous vote was taken by committee members resulting in Jenni Abbott as the representative.

**IV. Discussion of a Classroom Technology “Sandbox” for Faculty to Explore**

There was engaging dialogue regarding how we update our aging technology. The committee would like to be able to provide technology demonstrations for MJC. Columbia College is also interested in their own “sandbox”. These demonstrations may include lecture capture, interactive displays that could annotate and save

annotations, augmented or virtual reality. It was also discussed that video classrooms are not always the best way for every student population. We have to be mindful of ADA complexities.

**V. Professional Development Survey (including technology questions)**

A technology survey is in our current TCO plan. The Professional Development Committee also developed a survey which CTC reviewed. The committee would like to define professional development and add a list a description of each technology item. It's possible to add a hover over (drop down) or link for definitions. Open ended questions for classroom technology would also be added.

**VI. Total Cost of Ownership Implementation Discussion**

College Technology Committee is represented in College Council. Through the governance process and through constituency groups, we'd be able to share how technology requests should be processed. The policy is written within the TCO but it was suggested that we develop a 1 page easy to follow process. John Zamora stated he would be willing to draft the 1 page document.

There was consensus to have John draft this document and present it to College Council as a recommendation.

There was additional conversation regarding the TCO which included computer replacement and technology infrastructure.

**VII. [Siteimprove](#)**

- IT purchased software that allows us to make sure that our website is ADA compliant, and also analyzes the site by a number of a different metrics. The product is able to scan for accessibility and for quality.
- Joe will report out about it in full at the next meeting and would like to do a short demonstration.
- Mike Smedshammer wondered what our role would be in relation to this kind of product. It was pointed out that we could bring up issues with the site to our constituents. For instance, analysis has revealed that there are 12,000 pdfs currently on the site. This is something that folks might need to know about if we're trying to make information more accessible, current and consistent.

**VIII. Standing Reports:**

**A. Michael Smedshammer, Distance Education**

- There is a move to rebrand DE as the "School of Online Learning." This is a new way of marketing what we already have than a fundamental change in what we do. However, this will also include pathways for students to complete an entire degree online. The final name for this is still under discussion.
- Shirley Miranda continues to coordinate OER efforts admirably.
- We are looking into Proctorio, software that allows us to verify that the student signed up a particular class is actually the student doing the work. This will hopefully increase instructors trust in fully on-line classes. However, it's a difficult line because the software is very intrusive.

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

Not available for report out.

**C. Josh Hash, Information Technology - Operations**

- Josh Sigman has already made a great amount of progress in getting the MJC website up to industry standard using Siteimprove.
- The department used IELM funding to replace 168 virtual desktops that were nearing end of life. The project was completed early and under budget saving \$60,000.
- A round-table discussion of computer replacement took place.

**IX. Check-Out**

- Let your constituents know that a professional development survey is coming
- Let your constituents know about CTC's role in the process of starting an IT project. All projects should be discussed by this committee before they are given to IT.
- Jenni Abbott will be the CTC representative on the EAV work group

The meeting adjourned at 4:00pm.

**Next meeting:** October 15, 2019, 2:00pm – 4:00pm, CAT Building, Room 262