

**Modesto Junior College**  
College Technology Committee  
**October 15, 2019**

MEMBERS		PRESENT	ABSENT
<b>Jenni Abbott</b>	Dean, Institutional Effectiveness (Co-Chair)		<b>X</b>
<b>Michael Leamy</b>	Librarian (Co-Chair)	<b>X</b>	
<b>Vianji De la Cruz</b>	Administrative Secretary (recorder)	<b>X</b>	
<b>Scott Fernandes</b>	Interim Director, Enterprise Operations	<b>X</b>	
<b>Juan Garcia</b>	Instructional Support Specialist, Allied Health		<b>X</b>
<b>Margo Guzman</b>	Director, Technology Services	<b>X</b>	
<b>Joshua Hash</b>	Interim IT Director	<b>X</b>	
<b>Joseph Macklin</b>	Director, Enterprise Services -Applications	<b>X</b>	
<b>Christian Million</b>	Senior Research Analyst		<b>X</b>
<b>Lisett Munoz</b>	ASMJC Student Representative		<b>X</b>
<b>Danielle Preciado</b>	Adjunct Instructor – Child Development	<b>X</b>	
<b>Joshua Sigman</b>	Front End Web Developer	<b>X</b>	
<b>Michael Smedshammer</b>	Coordinator, Distance Education	<b>X</b>	
<b>Jeff Swank</b>	Director, Media Services	<b>X</b>	
<b>James Thomas</b>	Network Analyst and CSEA Rep	<b>X</b>	
<b>Tiffnie Versola</b>	IT Business Analyst		<b>X</b>
<b>John Zamora</b>	Professor, Computer Science		<b>X</b>

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

Michael Leamy called meeting to order at 2:03pm. Introductions were made. Michael Leamy called for revisions to the agenda. Joshua Hash requested that “Project Charter” be added to the next agenda which outlines what projects IT will implement for the District. Michael Leamy advised to add and define what is considered a project vs other types of requests for IT assistance.

**ACTION ITEMS:**

**II. Review and Approval of Minutes – 10/01/19**

The committee approved the minutes from 10/1/19 with the following edits: the “site and prove” be switched to “Siteimprove”; James Thomas was added to the Committee.

**III.** The next CTC meeting will be held in Founder’s Hall. A mock “Sandbox” will be held to identify problems, standards, and experiment with potential equipment to determine what is needed for smart classrooms.

**INFORMATIONAL ITEMS:**

**IV. Classroom Technology “Sandbox” Follow up**

- Scott Fernandes stated he reached out to CDW.  
*(CDW: is a company providing solutions in the IT development.)*
- The Committee agreed to a phone conference with CDW after the “SANDBOX” meeting on November 5.
- The committee discussed the need to define what is most needed in the classroom for the majority of faculty users.
- Committee suggested we ask Deans Council to notify faculty of the opportunity to volunteer for the “sandbox” meeting. This will allow for a wider audience participation in establishing a “standard baseline.”

**Action Item: We will look into volunteers from Dean's Cabinet.**

**V. Survey Update**

- Michael Leamy presented the survey Jenni Abbott submitted for committee review. The survey will be sent out soon.
- Committee agreed further follow up will be needed once results are in and survey has gone "live."

**VI. TCO Implementation –work on process checklist**

- The Committee members discussed parameters around "what is considered a Project?"
- Joe Macklin presented the District IT "Project Charter Form". This form is used by IT to process project requests which require IT service involvement. The goal is to have the form on Etrieve to track, approve, and streamline the process between requester and approvers.
- Joshua Hash said that finding a valuable metric system to prioritize projects will inform IT about compliance, cost saving, safety, etc. (level 1: urgent to level 6: non-urgent). They are working with a new software cloud base system, CrossViews within ServiceNow, that would auto prioritize projects, incidents, and service requests moving forward. They would like the committee to help establish the metrics baseline so the software could be more productive.
- The committee reviewed the form and agreed that setting up an Etrieve process using parts of the Project Charter would help facilitate the flow of projects, but the order of the sections needs to be adjusted.
- Joshua Hash further explained that a project for IT is something that has a beginning, middle and end which needs to follow the TCO implantation that has been already established on pages 15-16 in the YCCD IT TCO.
- The committee agreed to share the process with other committees so faculty and staff understand the process to initiate an IT project.
- Michael Smedshammer reported "TCO and IT Project Charter" was on the College Council meeting agenda as ITEM C for Oct. 14 but the meeting was cancelled.

**Action Item: The Committee agreed to develop a process that aligns with the "IT Project Charter form".**

**VII. Siteimprove – Joe Macklin**

- The Committee agreed to move this discussion item from the agenda.
- Joe Macklin advised that the onboarding partners are willing to provide training for committee members. It was agreed that interested members will attend vendor trainings.

**VIII. Standing Reports:**

**A. Michael Smedshammer, Distance Education**

- **Bluepulse** has been added to Canvas as a new chat feature for students to communicate with faculty on a recorder system. The district has a free one-year trial, after which we can decide whether or not to establish an ongoing contract.
- Online Education Committee met on the 9<sup>th</sup>.
- **NetTutor:** Advertising for NetTutor will begin again. It will be advertised on the College website. The OEI has increased the number of free hours to the district for the next year for online tutoring. NetTutor requires a BA for its tutors.
- A subcommittee is working on finding and establishing guidelines for exams, online schedules for online classes.

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

- **Siteimprove:** The system identifies issues for the website. Data and graphs were presented.
- Joshua Sigman stated MJC has hit the industry benchmark for digital certainty index, quality assurance and SEO and working toward the benchmark for accessibility.
- A redesign of the library website is in process. It will be a test pilot for the new design template.
- Great Valley Museum will be the next website redesign, as a pilot for the full College website.
- The library is securing a new ILS (search engine). It will be launched at the same time as the new website (tentatively beginning of Spring Semester).

**Action Item: Micheal Leamy will send a fact sheet to committee on Primo software. Joshua Sigman will do a before and after of data once Siteimprove is complete which will illustrate the improves MJC has made.**

**C. Information Technology – Operations**

**Joseph Macklin:** Working on integration with Quottly and N2N for the Finish Faster Online, OEI/CVC initiative and released changes on class searches.

- Online or hybrid link needs to be added to course search.
- Ellucian Go will go live with an MJC app on Oct.28 for mobile registration for classes. Students will see schedules, grades, maps, access to the career center as well as other links within MJC.
- Links and headings are customizable.

**Margo Guzman:** Over the summer, the go print server saved 12k.

- Currently auditing computers to make sure windows 10 can run on them. Many computers and laptops are over 13 years old.
- Microsoft is cancelling support for Windows 7 in Jan 2020.
- Upgrading to the new virus server.

**Scott Fernandes:** We are implementing a new fax server.

- To send a fax, you will need “Number@ fax.edu.” It will use a shared mailbox.

We are in the early stages of creating a new inventory management system with a new vendor that enables barcodes or other security measures to refine the process for shipping, receiving, and school inventory.

**Jeff Swank:** New classroom is being established in Glacier Hall which will be a multipurpose classroom for Allied Health and has a variety of different functions.

**VIV. Check-Out**

- Ask constituents who might be interested in the discussion of classroom technology.

The meeting adjourned at 3:20pm.

**Next meeting: November 5, 2019, 2:00 pm – 4:00 pm, Founders Hall, rm 254.**