

**Modesto Junior College
College Technology Committee
November 17, 2020
2:00pm – 3:00pm
Online Zoom Meeting**

Members	Present	Absent
Sarah Schrader , Vice President, College & Administrative Services (Chair)	√	
Michael Leamy , Librarian (Co-Chair)	√	
Nancy Backlund , Professor, Office Administration		√
Scott Fernandes , Senior Network Analyst		√
Juan Garcia , Instructional Support Specialist, Allied Health		√
Margo Guzman , Director, Technology Services	√	
Joshua Harper , Network Analyst		√
Joshua Hash , Director, Enterprise Services - Operations	√	
Lisa Husman , Executive Secretary (Recorder)	√	
Joseph Macklin , Director, Enterprise Services - Applications	√	
Maria Marquez , ASMJC Student Representative		√
Phillip Martinez , Program Specialist		√
Christian Million , Senior Research Analyst		√
Danielle Preciado , Adjunct Instructor – Child Development		√
Joshua Sigman , Front End Web Developer	√	
Michael Smedshammer , Coordinator, Distance Education	√	
Jeff Swank , Director, Media Services	√	
James Thomas , Network Analyst	√	
Tiffnie Versola , IT Business Analyst	√	
Sargon Yadegar , Information Systems Specialist	√	
John Zamora , Professor, Computer Science		√
Guest		
Sabino Salas , AV Media Installer	√	

- I. Call to Order/Welcome**
Sarah Schrader called the meeting to order at 2:01pm.

Action Items:

- II. Review and Approval of Minutes – 11/03/2020**
There was consensus to approve the minutes from 11/03/2020.
- III. Participatory Governance Workgroup Request/Feedback**
Sarah shared the Proposed Structure of College-Wide Participatory Governance at MJC document. This was put forward by the Participatory Advisory Workgroup that was created to update the Engaging All Voices Document. This particular committee will not be combined with any other committees or councils. It will remain College Technology Committee. We will be talking about what the committee size and make up would look like, duties, charges, term lengths, academic meeting schedule and responsibilities. We need to submit our feedback by December 10. Discussion ensued regarding membership stating this committee has always been heavy on IT and light on faculty which does not allow them to be informed regarding IT processes.
The following was decided upon during the meeting:
Suggested Committee Name – College Technology Committee
Meeting Frequency – Once a month for two hours with the ability to add additional meetings if needed. Two hours will be reserved but may not take the full two hours.

Meetings will continue on the 3rd Tuesday of each month. This will normally be after the Online Education Meeting which allows Mike Smedshammer to be able to report out if needed.

Report outs – It was suggested that report outs be emailed ahead of time and posted. If there are questions regarding report-outs, they can be addressed at the meeting.

Membership size – Chair/Co-chair (Academic Senate representative appointed), two student representatives, two faculty members, two CSEA representatives, 2 LTAC representatives. Ex-officio members: Front End Web Developer (Joshua Sigman), Senior Director of IT (Josh Hash), Online Education Representative (Mike Smedshammer or another OE member), Operations/Infrastructure Representative (Scott Fernandes). Two non-voting members: Director of Technology Services (Margo Guzman) and Director of Media Services (Jeff Swank).

Committee Charges and Duties – Technology initiatives, Technology Prioritization and Evaluation (to include evaluating new technologies suggested by Joshua S.), Instructional Technology Planning and Campus Tech Standards and Technology TCO.

Committee Term Lengths – two-year term length for voting members.

Committee Member Responsibilities – communicate back to constituent groups regarding CTC activities, selected member to participate in District Technology Committee, make responsibilities to College Council regarding committee charges and duties.

Informational Items:

IV. Cornerstone Input/Feedback

Will reagendaize this item due to time constraints.

V. Windows 7 Computer Replacement Update

No update at this time.

VI. Remote Instruction Cart Demo – Jeff Swank

Scotty Gonser, Jeff Swank and Sabino Salas provided a detailed live demonstration of a distance education cart.

Conversation ensued regarding the use and environment of how this technology would be utilized in a classroom. Sarah suggested getting input from the Ag faculty after they have used it prior to purchasing additional carts. CTC will invite the Ag faculty to a future CTC meeting to find out how they utilized it. Margo also suggested logging how much IT support they required during the term.

VII. Standing Reports:

A. Michael Smedshammer, Distance Education

Will report out at our next meeting due to time constraints.

B. Joshua Sigman, Front end Web Developer

Will report out at our next meeting due to time constraints.

C. Josh Hash, Information Technology – Operations

Will report out at our next meeting due to time constraints.

VIII. Check-Out

Minutes from 11/03/2020 were reviewed and approved.
Feedback was provided for the Participatory Governance Workgroup request.
A demonstration was provided on the Remote Instruction Cart.

Meeting adjourned at 3:23pm.

Next meeting: December 1, 2020, 2:00pm – 3:00pm, Online Zoom Meeting.