

Modesto Junior College
College Technology Committee Minutes
November 5, 2019

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

I. Call to Order/Introduction:

Jenni Abbott called meeting to order at 2:05pm. Introductions were made.

ACTION ITEMS:

II. Review and Approval of Minutes – 10/15/19

Unanimous vote to accept the minutes as is.

INFORMATIONAL ITEMS:

III. Discussion of “Cornerstone” (Professional Development Tracking System) -Mike Sundquist

Mike Sundquist, Dean of Arts and Humanity and Chair of the Professional Development Committee presented information on Cornerstone, a CCCCO system supported platform designed to track professional development. The platform supports discussion groups for Guided Pathways, AB 705, Equity, etc. and serves as a learning management tool to offer, track, and report on employee learning. It provides employee access to online training such as Lynda.com. If adopted, Cornerstone would replace our current Flex reporting system.

Cornerstone can be integrated with the District HR database. Supervisors and managers can track their hours of trainings, flex hours, etc., for employee performance evaluations or promotions. Employees could create a “transcript” which can be transferred to other colleges for long-term professional development records.

The Committee discussed implementation and impacts on IT. According to Cornerstone, implementation time from IT is minimal (approximately 20 hours). Ongoing implementation would require a platform coordinator to post professional development opportunities and maintain the system.

The State Chancellor’s Office is funding Cornerstone for all system colleges, including implementation costs. Joshua Hash explained that Cornerstone resides on sub-tenant of the state server and it would be a district-wide site based on our implementation systems. We would provide the time of IT programmers and training costs.

The Professional Development Committee has seen the program and its effectiveness. They are recommending it to the CTC to move it to Columbia College Council and MJC College Council.

The Committee voted by consensus to recommend Cornerstone to the MJC College Council and Columbia College Council for implementation.

IV. Classroom Technology “Sandbox” Discussion

Jeff Swank briefly demonstrated current classroom technology. Most classrooms are equipped with AV, PC, Projector, Docu-camera, wires for HDMI or USB and a Projection Screen.

Guest faculty recommended replacing projectors and screens as their number one priority because of image resolution. New projectors would last longer and use lasers that provide greater light.

Other ideas that were discussed included:

- Lecture capture, to record lectures for students
- Digital microscopes
- Smart boards
- Wireless support for instructors to lecture without being tied to the instructor station
- Audio reinforcement/amplification for hearing impaired students
- White paint walls that serve as projection screens and whiteboards
- Technology and furniture that supports small group work

The Committee agreed that technology should be simple to use and consistent in all classrooms.

The Committee will review results of the Professional Development survey related to classroom technology, and then recommend a “mock classroom” for faculty to experiment with potential technologies. Joshua Hash recommended the demonstration be set up during Institute Week. The Committee noted a need to provide Columbia College faculty a similar opportunity.

John Zamora suggested that the survey questions solicit responses as to how to improve smart classrooms? The Committee agreed to refine the survey questions.

ACTION ITEM: A professional development survey will be sent to all MJC employees, including questions related to classroom and laboratory technology. The Committee will review survey responses and work with CDW to bring demonstration technology to the campus.

V. Process for new technology requests (TCO Implementation)

The Committee reviewed draft questions that CTC would use when new technology requests are presented. They recommended edits and additional language related to cost, funding sources, other vendors or solutions, and mandated requirements. The Committee agreed to review the document again at the next meeting.

The Committee talked about the process of voting on new technology requests and agreed to discuss and vote after presenters have left. Joshua Hash recommended that IT members should be included in the discussion but not in the voting process.

The Committee agreed to make decisions by consensus.

The Committee discussed technology project prioritization. Josh Hash recommended that the Committee use a rubric to establish a total score to rank on a prioritized list. The Committee agreed that all potential projects be discussed and ranked in CTC and forwarded to College Council before going to IT for implementation.

Action Item: The Committee will review the Technology Review form next week after changes are made and look over the rubric to develop a process for recommending technology projects.

VI. Project Charter

The IT Project Charter will be discussed at the next CTC meeting.

VII. Other

Danielle Preciado shared an email from faculty regarding classroom technology stating that faculty wanted collaborative tables and chairs; cameras to record lecture to Canvas; and the Art Department would like upgraded technology. Margo informed the committee the art department is being upgraded with mobile computers.

VIII. Standing Reports:

The committee ran out of time and did not have report outs in this meeting.

- A. Michael Smedshammer, Distance Education
- B. Joshua Sigman, Front End Web Developer
- C. Joshua Hash, Information Technology – Operations

IX. Check-Out

The meeting was adjourned at 4:03pm.

**Next meeting: November 19, 2019, 2:00pm – 4:00 pm
Center for Advanced Technologies, 262**