

Modesto Junior College
College Technology Committee Minutes *Unapproved*
December 3, 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
Joshua Harper	IT Network Analyst	X	
VISITOR			
Sarah Schrader	Interim VP of Administrative Services	X	
Sargon Yadegar	Information Systems Specialist	X	
Andrew Krantzman	Instructor- English	X	

- I. **Call to Order/Introduction:**
Jenni Abbott called meeting to order at 2:02pm.

ACTION ITEMS:

- II. **Review and Approval of Minutes – 11/19/19**
Minutes were approved by the committee as is.
- Scott Fernandes asked the committee if they could update the link when students are first accepted to the college to state “Reset/ Create password”.
 - Committee agreed and approved to re-word the button for new students.

ACTION ITEM: IT will re-word the student button to “reset/create password”.

INFORMATIONAL ITEMS:

- III. **Process for new technology requests (Rubric – requested by College Council)**

Jenni Abbott informed the committee that college council agreed to move forward with “cornerstone” technology and the “chat” project.

College Council recommended a rubric for ongoing discussions of new technology which provide a feedback and score. Jenni Abbott presented a newly created rubric to full-fill College Council's requests.

Committee reviewed and agreed to add a "box" for the score and comment to inform the speakers the reason for their scores.

Committee agreed to moved the Rubric forward to College Council. Once approved by College Council, prioritization will be taking place with ServiceDesk and further discussion will be held to determine such structure.

ACTION ITEM: Jenni will add edits discussed and forward to college council.

IV. Computer/Computer Labs Inventory and Computer Refresh

Jenni Abbott informed the committee that YCCD has 84 labs and 798 computers. She presented data from Sheri Suarez on utilization of labs; which are open or closed; computers available; which need to be replaced, etc. Committee was informed that the data may not be accurate 100% due to the departments individually scheduling outside Facilities because they are "department run labs".

Sargon Yadegar elaborated more in depth to the committee the findings from the data presented and indicated it does not reflect the computers that also need to be replaced due to the utilization issues. An example of the library's computers where 50 computers which are new need to be replaced due to utilization. Committee focused on a solution to purchase 1800 total lab and faculty computers. The idea of combining labs were discussed. Non-open labs the corresponding faculty take priority over other departments.

Sarah Schrader informed the committee that the President would like committees to focus on computer replacement for computers over 10 to 13 yrs. These are on windows 7 and need to be replaced by 1/2020. She stated the VPs are meeting with Facilities to restructure areas that are overcapacity. Computers needed: online faculty 74; other offices 59; computer lab 215; laptops on the cart was 235; and we would need 8 carts to house the laptops.

Committee looked at the possibility of having "laptop carts" instead of labs with shared responsibility. Sargon Y. stated if "carts" were purchased training would need to be done for the cart administrator to ensure laptops are charged and go through proper updates which would be automatic. When it came to cost, the laptops would be disposable (last 1-3 yrs.) and cheaper because of the quantity of the laptops being purchased costing about \$300 each.

Committee stated the current TCO does not include cost of share. Committee agreed to establish a list of inventories for the refresh process.

In regards to faculty computers, the committee discussed the benefits and comparison of laptops over desktops and monitors as well as pricing. The committee decided to give a choice to 10yr+ faculty the option of laptop or desktops. Adjunct faculty who currently share a desktop, will continue to share and instead upgrade the desktops unless the department is able to supply individually.

ACTION ITEM:

1. Sargon Yadegar will establish a choice list of a laptop or desktop by next meeting for approval to College Council. The option list will include the pros and cons for faculty.

2. IT will look into ways to collect data on the utilization of the current computer labs to see if current labs can be reduced.
3. Jenni Abbott and Sarah Schrader will speak with the Dean's Cabinet on what is currently being used.
4. Committee agreed to recommend to College Council to give faculty who need replacement a choice of either a laptop or a desktop and provide them with information of pros and cons.
5. IT will establish a more comprehensive list to determine how many computers are actually needed that need to be immediately upgraded.

A. Report of English Laptop Pilot (Andrew Krantzman)

Andrew Krantzman explained that courses were developed with the combination of learning through technology to teach students how to navigate technology. The English department purchased 60 laptops (low scale) and 2 carts for English 100 and EL. The professors and students can check them out with the lab assistant or department. They can reserve multiple sections in the days. Students check it out each day and lab assistants check in with IT to ensure they are being upgraded and plugged in. Students uploaded their documents through their "OneDrive".

Not all students are coming from backgrounds of computers. All programs of MS Office are on the computers. The laptops allow them to use the database and navigate eBooks, gale, and citation generator. It also allows for collaborative projects and teaching.

If they scaled for mobile labs, it will reduce the need for permanent labs and use them as more collaborative classroom spaces or storage for the carts.

Currently other departments who do not have laptop cart access, they need to check out the lab for the entire class section and move the students to the laps. You are unable to work collaboratively with the students.

Committee discussed about adding software to project the laptop screens to the projectors. Laptops are disposable (last 1-3 yr.).

ACTION ITEM: Committee will look at Skyline College as an example of a borrowing systems for students.

V. Survey results/Sandbox planning

Christian Million spoke on the survey and presented results that only focused on the technology categories. This survey had over 190 responses. 50% Faculty, 36% Classified and 11% were administrative.

Top 3 Rankings:

Overall Technology: Microsoft, Starfish and PDF fillable forms

Faculty: Starfish, MS Office, Google

Classified: Crystal reports, MS Office, and PDF fillable forms.

Administrator: YCCD budget system, Etrieve systems, Infographics/ Visual Display.

Top 3 Professional Development Request:

Classified: Skill building: photoshop, Emergency preparedness, Discipline/management relations

Administrator: Financial Literacy, Ad Astra, effectively facilitating a meeting

Faculty: Laptops for students, Collaborative, experiential learning, Department-level partnerships w/CSU Stan

Faculty Classroom/ Lab: Replace old technology in classrooms; Clear instructions (w/pictures) of how to operate classroom technology; Wireless support for devices so presenters can move around the room

Committee spoke about training for Microsoft than Google because there is not enough knowledge on using the system. Committee discussed the technology aspects of the survey and felt that the committee will set up cost options and it will be taken to the Academic Senate to classroom structure set-up.

ACTION ITEM:

1. ServiceDesk will create training videos or guides to add to Canvas or ServiceNow for on. Jenni will email Margo.
2. Intel Unite will be used for wireless connection and can be uploaded to their devices and add them to the new laptops. ServiceDesk will find cost of to YCCD to present to Academic Senate. (Jim)
3. Jeff Swank will create a list of cost comparison for projectors and screens with whiteboards/smartboards. It will include the cost over time.
4. Laptops for students will be added to the next Agenda as an Item.

VI. Standing Reports:

- A. Michael Smedshammer, Distance Education (not present to present)
- B. Joshua Sigman, Front End Web Developer (not present to present)
- C. Joshua Hash, Information Technology – Operations (Scott Fernandes presented for Joshua)

Scott F. informed the committee that ServiceDesk Now is live and available for YCCD for all. The Committee discussed about how positive and user friendly it is. It has helped IT prioritize and get things done. EMS is in the testing faze and it will be roll-out self-service in late spring 2020.

Library service platform is live as of 12/4/19.

VI. Check-Out

Adjourned at 4:03.

**Next meeting: December 17, 2019, 2:00pm – 4:00 pm
Center for Advanced Technologies, 262**