

# Information & Instructional Technology Committee (IITC)

## Minutes

Thursday, April 23, 2020, 2:30 – 4:00 pm, Zoom

**Chairs:** Percy Roper and Mario Tejada

**Members:** Ken Statham, Percy Roper, Carrie Million, Rick Robison, Steven Young, Lindsey Shively, Kevin Leeper, Scott Suanarto; Rafiqul Bhuiyan; Dahlia Jermany; Satish Warriar, Kim Christiana

**Notetaker:** Katherine Jinter **Absent:** Nicolas Vasallo; Achilles Speliotopoulos; Anne Kingsley;

Topic	Notes/Prep
1. Approve agenda	
1. Review & Approval of Minutes for 03/26/2020	Agenda M/S/C <a href="#">Previous Meeting Minutes</a> April 9, 2020 - M/S/C
2. Update, announcements, public comments <ul style="list-style-type: none"><li>• DSS</li><li>• Communications Committee</li><li>• Marketing / Webpage Design</li><li>• Distance Learning</li><li>• Student Comments</li><li>• SRC IT</li><li>• Campus IT</li><li>• District IT</li></ul> <p>Time: 15 minutes Purpose: Information/Discussion</p>	<ul style="list-style-type: none"><li>• DSS Still managing to carry on services. Looking at Canvas finals proctoring. Will have an update in the future.</li><li>• Communications Committee Looking at an email repository, communications terminology guidelines for print and online that will utilize a blind copy scenario.</li><li>• Marketing/Webpage Design Will give a demo at the next meeting. Possible naming being discussed. Taking suggestions through the Communications Committee. Will research other sites.</li><li>• Distance Learning Trainings have been occurring. Becoming an Effective Online Instructor course scheduled for May 4. Four weeks, and week five of training, submit projects in basic fundamentals. Online courses need to meet capacity for Fall. Respondus is moving along with 34 users. Will need more funding to expand.</li><li>• Student Comments Students are adjusting online. Some stress toward finals. Computer access was an area of concern. Utilized laptop loaners. Wifi has been resolved. Services providers have aided students along with hotspot usage. Shared information with ASDVC. May be easier next semester. Remind students to cancel or extend services to avoid fees. Textbook concerns should be fielded to the Library. Summary will go to Chrisanne to inform further.</li><li>• SRC Discussion about learning commons, library and relocations. Will start physical removal of equipment and</li></ul>

	<p>furniture next week. Forward photos to possibly find new homes.</p> <ul style="list-style-type: none"> <li>• Campus IT</li> </ul> <p>Continuing with home support on campus. Face to face meetings are scheduled Wednesdays, 10:00am – 12:00. Upgrading servers, ordering equipment. 400 Chromebooks have been ordered.</p> <ul style="list-style-type: none"> <li>• District IT</li> </ul> <p>Background work - EWs, IPs, and changing dates. Completed DVC year 1 WIFI upgrades. FO is the only building to be upgraded. Will need additional conduits. Library, SS, HRF, LHS, LA, Science Center 2 &amp; 5 and FO. Year 2 estimated to begin in the Fall. Timeline may be adjusted.</p>
<p><b>3. Classroom Standard</b> =&gt; Update ==Link&gt;</p> <ul style="list-style-type: none"> <li>• Technology Review / Classroom Standard Questionnaire for LC –110 <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=SmlUw-XMn0iyo6Kp0m4MPwPgyDDWc99KtHf5FCU4xYIURUpMVIUyT0YySFpTTzQwMVhVMlpWTkhYMi4u">https://forms.office.com/Pages/ResponsePage.aspx?id=SmlUw-XMn0iyo6Kp0m4MPwPgyDDWc99KtHf5FCU4xYIURUpMVIUyT0YySFpTTzQwMVhVMlpWTkhYMi4u</a></li> <li>• Email and documents sent to faculty <a href="https://email4cd.sharepoint.com/:f:/s/DVC/ditc/Enhf0Li25h5luhM3q3eG8YkBGsXyIVVqkLKAcliLDu6ioA?e=LQg8M4">https://email4cd.sharepoint.com/:f:/s/DVC/ditc/Enhf0Li25h5luhM3q3eG8YkBGsXyIVVqkLKAcliLDu6ioA?e=LQg8M4</a></li> </ul> <p>Time: 15 minutes Purpose: Update Leads: Percy &amp; Rick</p>	<p>Tuesday met with ASC. Reviewed timeline in LC-110 and the workflow. Provided resolutions. Will include in Tech Folder for accreditation purposes. Held a prior meeting on April 10 and discussed moving forward with equipment by addressing the set-up, April 10. Reached a final solution. Ordered furniture and equipment meeting the deadline. Will need to ensure zoom capabilities with equipment selection such as a PTZ webcam. How will it work for lecture capture? Will need to evaluate alternatives. Recommendation: Bamboo Tablets. Wireless headphone could be an option for voice to webcam audio. Clarification question: What is the use intent for lectures?</p>
<p><b>4. Technology Plan</b></p> <p>Time: 5 minutes Purpose: Discussion Leads: Rick</p>	<p>Rick presented to the College Council for first read. Also presented to the Academic Senate. Will present to the Classified Senate. Added two sections, Metrics and Assessment reiterating what is already done. Productivity and increasing IT Staff for the growth</p>
<p><b>5. VDI</b></p> <p>Time: 5 minutes Purpose: Discussion Leads: Kevin</p>	<p>VDI: Scheduled pilot in spring. Postponed due to COVID19. Continued testing applications on campus. Will provide case studies in CNT area for faculty to test. Looking at off-campus VDI. Deployed to a couple of computers on campus for testing purposes for now. Question: what will be the needs to implement for fall deployment? Working with district to move forward to provide a lab and remote access. Backend evaluations must occur prior to offerings. More evaluation</p>

	needs to happen to provide the virtual service. Adobe and AutoCAD software will expire in May and June. Preference: a short-term solution for inclusion in the College Catalog. One solution could be to increase memory in the laptops and illuminate software not being used. Optional possibility: run lab fully on the cloud. Will need to look at the cost.
<b>6. Open Discussion</b> Time: 10 minutes Purpose: Discussion Leads: Percy	Zoom: Are there third-party restrictions? Updates are added regularly. New update: adding a password to a scheduled meeting discussed.

Future dates: 5/14; 5/28