

Information & Instructional Technology Committee (IITC)

Minutes

Thursday, May 14, 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, Nicolas Vasallo, Scott Suanarto; Achilles Speliotopoulos; Dahlia Jermany; Anne Kingsley; Rafiqul Bhuiyan; Satish Warriar, Kim Christiana

Notetaker: Katherine Jinter

Topic	Notes/Prep
1. Review & Approval of Agenda for 05/14/2020	M/S/C
2. Review & Approval of Minutes for 04/23/2020	Previous Meeting Minutes M/S/C
3. Update, announcements, public comments <ul style="list-style-type: none">• DSS• Communications Committee• Marketing / Webpage Design• Distance Learning• Student Comments• SRC IT• Campus IT• District IT Time: 20 minutes Purpose: Information/Discussion	-DSS Not a lot of proctoring. Gearing up for finals via testing online. Updating faculty on online content for summer and fall. Clarification discussions for su/fall asynchronous due to amount of new content and new instruction online. Has there been an demand for synchronous? Needs to be announced. Publishing through a decision tree. Consider format used. Communication Committee Wrapping up projects and end of the year closeout. Marketing/Webpage Training for... hiring... OMNI update, bought out and paying more, eliminations will occur and pairing down per department. Provide some advanced training. Applies to managers who approve content changes. Will communicate via email in the summer. Distance Learning Sending forward a proposal to Mary and Susan for support needs. Becoming an Effective Online Instructor capacity up to 800 before fall. SRC News: bookstore is relocated and up and running. Demolition for new cafeteria to begin next week. Signage and Distancing Restrictions will be in place.

	<p>Police Services will move and open up learning services.</p> <p>Campus IT Continuing with loaners programs. Dates for return loaners, return in if not registered The next round to loan on May 26, 28 and June 10. Students can renew check-out through spring/fall with proper registration. Received new equipment for classrooms.</p> <p>District IT Summer computer lab manager and fall if hybrid. Software licenses are set to expire. Adobe expires in the summer. Reviewing options. Any laptops returned will be sanitized. Will reimage when returned permanently.</p>
<p>4. Technology Plan Time: 10 minutes Purpose: Discussion Leads: Rick</p>	<p>Presented to Classified Senate, not many questions or comments. Will place on College Council Agenda next Wednesday. Afterward will be completed by the end of the year. Will be a five-year plan.</p>
<p>5. VDI / VMWare Discussion Time: 15 minutes Purpose: Discussion Leads: Percy / Satish</p>	<p>Looking at a VDI solution Horizon to Physical Client PC. Will install onto physical computer attached to a gateway for client share. Programs and resources will be shared in place of a cloud version. Anticipated to have in place by fall. Looking at a campus solution. Will consider costs effectiveness. Looking at a work around. Will help with individuals with laptops and software issues with Chromebooks.</p>
<p>6. Summer Projects</p> <ul style="list-style-type: none"> • SRC Domain Change • Student Fee Print Equipment Configuration / Installation • Computer Lab Reimage /Installation • Continued Loaner / Face-to-Face Support • Classroom AV Installation /Upgrade <p>Time: 15 minutes Purpose: Informational Leads: Percy</p>	<ul style="list-style-type: none"> • SRC Domain Change Bringing under the DVC.local.domain. more efficient with updates. • Student Fee Print Equipment Configuration / Installation No longer card associations. Will install and configure equipment: library, bookstore, SRC A converter will also be made available. • Computer Lab Reimage /Installation ET lab has new equipment for installation BFL 107, 103 Monitors SRC laptops and Surface pros • Continued Loaner / Face-to-Face Support Return dates: May 18 and May 20 10:00-3:00pm, May 26, 28 and June 10 Loaners and F2F, returns, procedures in place for sterilization, will also be book turning and Library returns • Classroom AV Installation /Upgrade

	<p>Equipment and furniture have arrived. Still awaiting cables. Will begin installation next week through the summer. SRC is included in scheduled installations. 30 @ SRC & 60 @ DVC Logitech Webcams will be installed for Zoom sessions and Bluetooth microphones. Art has requested wider view of classroom. Will meet with a small committee from ASC. Received a list of classrooms will be equipped with webcams. Designated summer classroom list has been received with COVID19 guideline considerations. May cause problems with Hybrid courses. Room juggling will likely occur. Will review list of plan particulars. 150 have been purchased and are due to arrive in June. PhySc and BioSc. Will share finalized plans after verified.</p> <p>Ordering hotspots for Wi-Fi. Will announce through Marketing and Communications. Will open up to students, staff and faculty.</p>
<p>7. Adobe Fillable Form / Adobe Sign Time: 15 minutes Purpose: Informational Leads: Percy</p>	<p>Adobe Sign is licensed for fillable forms via Workflow. Sends notifications. Can be accessed through a Google search and sign in with AC-Portal. Student Services, HR and Finances would greatly benefit. Adobe Smart research is needed to further enhance Adobe Sign.</p>
<p>8. Open Discussion Time: 10 minutes Purpose: Discussion Leads: Percy</p>	<p>Microsoft TEAMS has been getting some use. Students can also use it.</p>

Future dates: