

# Information & Instructional Technology Committee (IITC)

## MINUTES

Thursday, March 26, 2020, 2:30 – 4:00 pm, *Zoom*

**Chairs:** Percy Roper and Mario Tejada

**Members:** , Percy Roper, Rick Robison, Steven Young, Lindsey Shively, Kevin Leeper, Nicolas Vasallo, Scott Suanarto; Achilles Speliotopoulos; Dahlia Jermany; Anne Kingsley; Rafiqul Bhuiyan;

**Not in Attendance:** Satish Warriar, Kim Christiana, Ken Statham, Carrie Million

Topic	Notes/Prep
1. Approve agenda	
2. Review & Approval of Minutes for 02/27/2020	<a href="#">Previous Meeting Minutes</a> Approved
<p>3. Update, announcements, public comments</p> <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</li> <li>• Communications Committee</li> <li>• No Report</li> <li>• Marketing / Webpage Design</li> <li>•</li> <li>• Everything is on hold. Helping with site updates</li> <li>• Distance Learning</li> <li>• No report.</li> <li>• Question: who is receiving emails. DDEC will cover for the district.</li> <li>• Percy is working on purchasing Respondense. Looking at another option to purchase. Will use procurement card although recommending purchasing with a Purchase Requisition and W-9. Move to district to be shared districtwide in cost. Other technology resources are coming from the State Chancellor’s Office. Blackboard Allied and LabStor.</li> <li>• Student Comments</li> </ul> <p style="text-align: center;">No real comments. Working at getting students centralized. Concerned with flying home, online learning, and technology issue. Internet resources will be communicated to students.</p>

- SRC IT
 

Same. Still giving out equipment to students and staff. Construction is proceeding.
- Campus IT
 

Distributed 75 loaners to students and faculty

Will distribute another round of 100 loaner laptops

More familiar with remote side, share drives, installing, etc.

Will notify loanees to return the equipment upon return to campus. Tracking and returning may become an issue. All laptops from carts have been loaned. Will reimage upon return and reinstall deep freeze

Appointment link, at 10 per person when checking out equipment. Christina Gomez is coordinating with student equipment checkouts.

Will run out of laptops soon, and desktops will be the next options. They will be reimaged upon return likewise. Network connections may be an issue with desktops which do not have wireless cards.
- District IT
 

Have been a great support to transition to online with accounts, Mitel, and VPNs. Have also continued replacing network switches in closets, replacing library Wi-Fi.

**4. Technology Master Plan  
=> Update**

==Link>

<https://email4cd.sharepoint.com/:w:/s/DVC/ditc/ETFrplurONRlly85SnYznxUBqOnXxVMyw0ekyxc2lxhkWw?e=EJXltm>

Time: 10 minutes  
Purpose: Update

Presented to RPEC. Received feedback. Were satisfied overall. College Council presentation has been delayed. First and second readings will be forthcoming and ultimate approval.

Leads: Percy & Rick	
<p><b>5. SLA Revision/Review</b>  ==&gt;Link: <a href="#">SLA Document</a>  Time: 10 minutes  Purpose: Discussion  Leads: Percy</p>	<p>Service Level Agreement (SLA)  Made a few adjustments. Recommendation: review expectations and provide comments and questions prior to ASC and College Council presentation and approval. Last updated February 21, 2020. Suggestion: post on the Technology website for accessibility.</p>
<p><b>6. Classroom Standard</b>  Time: 10 minutes  Purpose: Discussion/Approval  Lead: Percy</p>	<p>LC-110 – updated classroom, needs review and approval for classrooms (38 without technology). Everything is auto negotiated once the PC is turned on: Doc camera, wireless keyboard, mouse, projection will all start up at once, can use USB. Streamlined. Does not have external ques. Designed to link laptops to Zooms. HDMI cables will be provided. No Confidence Monitor can become problematic, there are alternatives to clear the screen. Options are being considered for the confidence monitor. Remove podiums from BFL and place in the LA building classrooms. ASC had concerns about the proposed set-up. Implementation has not been reviewed more broadly among faculty. Majority of concerns were with the confidence monitor and can be remedied with the HDMI cable strategy.</p> <p>Frustrations with the set-up were ASC concerns. The instructions have been updated so that they are more intuitive that what was initially made available. Recommended to have more time to test the technology components with the HDMI model before approval. Zoom was not ideal. Looking for approval for the proposed classroom standards from the committee. Further delay of approval will affect scheduled work this summer by internal IT staff.</p> <p>A laptop consideration can become problematic. Needs more clarity on the effects on teaching and the critical piece of students viewing what should be private.</p> <p>Recommendation: install a HDMI cable in LC-110 to test out the set-up. Work on a solution for those without laptops. A timeframe for ordering is now at issue. The equipment should be ordered after further tweaking by a valid number to get more feedback.</p> <p>Reconvene on April 9, 2020 after recommendations are forwarded to ASC on April 7, 2020 with a decision.</p> <p>Will schedule a Zoom meeting for more attendance.</p>
<p><b>7. Faculty Wireless Printing Solution</b></p>	<p>Cards have been set-up on Konica, instructions will follow to have available upon return to campus.</p>

<p>Time: 10 minutes  Purpose: Status/Information Update  Leads: Percy</p>	
<p><b>8. Student Printing Loader Transition (location)</b></p> <p>Time: 5 minutes  Purpose: Discussion  Leads: Percy</p>	<p>Locations will be in the bookstore on the back wall behind the registers near the copy machine and in the Library in Information Commons.</p> <p>Ordering mini conversion equipment to transfer from existing student ID's to the electronic loader. The location hasn't been established.</p> <p>San Ramon will also transition this summer.</p>
<p><b>9. Open Discussion</b></p> <p>Time: 10 minutes  Purpose: Discussion  Leads: Percy</p>	<p>Lindsey Shively: broader discussion about administrative credentials. Inconsistencies are a focus.</p>

Future dates: 4/9; 4/23; 5/14; 5/28