

Information & Instructional Technology Committee (IITC)

MINUTES

Thursday, April 9, 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; Kim Christiana

Notetaker: Katherine Jinter **Absent:** Satish Warriar

Topic	Notes/Prep
1. Approve agenda	
1. Review & Approval of Minutes for 03/26/2020	Agenda M/S/C Previous Meeting Minutes - M/S/C
2. 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 <p>Time: 15 minutes Purpose: Information/Discussion</p>	<ul style="list-style-type: none">• Marketing / Webpage Design <p>Blog functioning, continue to add content, offer basic training, interesting stories</p> <ul style="list-style-type: none">• Communications Committee <p>Campus closure communications discussions, primarily FAQs</p> <ul style="list-style-type: none">• Distance Learning: <p>New software exploration, Ally from Blackboard, implementation with minimal offering for readable PDFs; Immersive Reader has been installed; Possible installation of Respondus.</p> <p>Working on Zoom updates enhancing security features, not clear with Canvas integration, IT will need to install. 1-pager of enhancements. Issues are primarily connected with MACs. Its performing staggered updates.</p> <p>Will share at the Deans & Dept Chairs, April 10, 2020 meeting: Transitioning to Online Teaching Assessment, manage expectations, and not overload needs capacity. It spotlights common helpful actions that lessons practices.</p> <p>Few license requests for Castomatic (sp?).</p>

	<p>TechSmith Relay is another video software source with captioning features, written into of the Career Pathways grant, and is offered through the length of the grant. Has cloud-based embedding through Canvas.</p> <ul style="list-style-type: none"> • SRC IT <p>Construction continuing, faculty and staff have settled in.</p> <ul style="list-style-type: none"> • Campus IT <p>Scheduling remote installations, laptop check-outs, usually 1-14 filled appointments, schedule appointments day per week, on Wednesdays, provide face to face support. Have issued approximately 200 laptops, in addition to cameras and headphones. Continued completion of campus Wifi upgrades.</p> <ul style="list-style-type: none"> • District IT <p>Tabled: Respondus discussion</p>
<p>3. Classroom Standard => Update ==Link></p> <ul style="list-style-type: none"> • Technology Review / Classroom Standard Questionnaire for LC –110 https://forms.office.com/Pages/ResponsePage.aspx?id=SmlUw-XMn0iyo6Kp0m4MPwPgyDDWc99KtHf5FCU4xYIURUpMVIUyT0YySFpTTzQwMVhVMIpWTkhYMi4u • Email and documents sent to faculty https://email4cd.sharepoint.com/:f:/s/DVC/di tc/Enhf0Li25h5IuhM3q3eG8YkBGsxYIVVqkLKAcliLDu6ioA?e=LQg8M4 <p>Time: 15 minutes Purpose: Update Leads: Percy & Rick</p>	<p>Conducted Zoom demo this past Monday. Met with ASC to discuss findings. Results from survey: overall easy to use, PowerPoint clicker installation concerns. Schedule battery replacement weekly/biweekly as needed. Lock cabinets to safeguard equipment. Questions about laptop use in transition times. Demonstrators were able to connect devices with minimal effort. HDMI cord installation could cause issues with the hardware/furniture setup. Concerns with plausible technology disconnections. Established that controllers are not needed. Instructions in classrooms needs some revision. The rearrange podium location to support effective teaching in the classroom. Note that the rooms are not identically configured, and the podium will not be in exact location as the demo room. The technology is acceptable, aside from the location, if attached front facing. Classroom Standard Operation instructions will be in the rooms. Proposal: Current Classroom Standard already in BFL and is the projected move for LA building with a few modifications. Proposal is on hold with ASC. Not sure if approval is appropriate currently.</p>
<p>4. SLA Revision/Review ==>Link: SLA Document Time: 10 minutes Purpose: Discussion Leads: Percy</p>	<p>No questions or concerns. Would like the committee to approve to forward on the College Council in Fall.</p>
<p>5. Zoom-Bombs Time: 10 minutes Purpose: Discussion/Approval Lead: Percy</p>	<p>Privacy/security concerns. Setting updates have been circulated to avoid individuals randomly phishing meetings.</p>

<p>6. Digital Signage Installations</p> <p>Time: 10 minutes Purpose: Status/Information Update Leads: Percy</p>	<p>Almost complete with installation of signage in 3 areas. President’s Office, VP of Finance office, and Learning Center. Another installation is forthcoming in the ACS Center.</p>
<p>7. Technology Plan</p> <p>Time: 5 minutes Purpose: Discussion Leads: Percy</p>	<p>Forward to both Academic and Classified senates after a few minor tweaks are made for review, feedback and endorsement prior to final approval at College Council. Request placement on agendas. ASC, first and second readings.</p>
<p>8. Open Discussion</p> <p>Time: 10 minutes Purpose: Discussion Leads: Percy</p>	<p>Virtual Desktop: Have not been piloted on-campus and prefer not to pilot off-campus for now. Pilot in summer on-campus and offer after winter break. Will not be campus-wide.</p> <p>Care Act: \$6.5million for students. Can be used to order more laptops. Possibly Chromebooks, will need to research configuration compatibility prior to engaging in purchases.</p> <p>Have benefits of AWS and Azure researched for additional student navigation use. Also, identify compatibility issues. Difficulty: limits server timeframes.</p>

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