

# Information & Instructional Technology Committee (IITC)

## MINUTES

Thursday, Feb 13, 2020, 2:30 – 4:00 pm, Room: L-218

**Chairs:** Percy Roper and Mario Tejada

**Members:** Anne Kingsley, Kim Christiana, Percy Roper, Carrie Million, Rick Robison, Achilles Speliotopoulos, Steven Young, Dahlia Jermany, Anne Kingsley, Kevin Leeper, Rafiquel Bhuiyan

**Guest:** Todd Hampton, Nicolas Vasallo

**Notetaker:** Katherine Jinter **Not Present:** Ken Statham, Satish Warriar

| Topic   | Notes/Prep   |
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| <b>1. Approve agenda</b>  | <a href="https://email4cd.sharepoint.com/:w:/r/sites/DVC/ditc/layouts/15/Doc.aspx?sourcedoc=%7BA742360D-1453-4873-95C8-8796E173151E%7D&amp;file=Thursday%2C%20Nov%2014%2C%202019.docx&amp;action=default&amp;mobileredirect=true">https://email4cd.sharepoint.com/:w:/r/sites/DVC/ditc/layouts/15/Doc.aspx?sourcedoc=%7BA742360D-1453-4873-95C8-8796E173151E%7D&amp;file=Thursday%2C%20Nov%2014%2C%202019.docx&amp;action=default&amp;mobileredirect=true</a><br>Approved  |
| <b>2. Review &amp; Approval of Minutes for 11/14/19</b>   | Approved   |
| <b>3. Update, announcements, public comments</b> <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>• Campus IT</li><li>• District IT</li></ul> <p>Time: 10 minutes<br/>Purpose: Information/Discussion</p> | <ul style="list-style-type: none"><li>• Campus IT<br/>IT – upgrades to new WIFI. VDI - In implementation stage, 150 concurrent licenses. Pilot will be approximately 300. Will begin spring break in Enrollment Lab, EOPS, and ET.</li><li>• DSS<br/>Trying out new digital version of a proctoring form. Reviewing digital access clinic. Possible 25 this spring. Using student interns; in training to navigate full courses, and on to the Exchange. Grant can be used for online courses.</li><li>• SRC<br/>Construction in progress ahead of schedule. AV installation in downstairs rooms completed. Will undergo functionality evaluation. AV issues with old verses new equipment. Switch issues are being worked on. Updated all computers to Windows 10/OptiPlex's. Five rooms renovated.</li><li>• Distance Learning<br/>Faculty technology use is now integrated in Canvas. Pilot - 200 students from the student success team. Goal is to track and provide intervention, i.e. connect to tutoring, connect in</li></ul> |

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|   | <p>Canvas. Starfish training, will produce progress reports. Scale up offering Starfish to all students. Cranium Café, Proctorio (remote proctoring), increasing Hybrid courses. Year up cohort completed training this week. Evaluated logs. Perhaps gradual progression to paid students eventually.</p> <ul style="list-style-type: none"> <li>• Communications Committee</li> </ul> <p>Broken up into groups to work on terminology and glossary, signage, monitors, charging stations. Addition monitor installed in the Learning Center in Math LC 200. Per Percy, will possibly add in the ATC (south end of hall) and 1 or 2 in the Administration Building, Downstairs in Learning Center near 101 replacing the white board.</p> <ul style="list-style-type: none"> <li>• Student Comments</li> </ul> <p>New recruit week. Sign-ups for campus committees.</p> <p>Met with Academic Senate, spoke about the VDI and adjunct faculty printing based on new Wi-Fi. Worked with Konica. Wi-Fi card adapters are being installed. Should be available by the end of the month. Locations set up in the division offices and SRC. Security feature will be installed</p> |
| <p><b>4. Technology Master Plan<br/>=&gt; Status</b></p> <p>Time: 30 minutes<br/>Purpose: Discussion<br/>Leads: Percy &amp; Mario</p>   | <p>Reviewed, sent forward. More or less at the point to move forward to RPEC for review. Will get on the agenda. Thereafter, will present to various governance bodies for feedback and endorsement.</p>  |
| <p><b>5. ACCJC ISER – Standard 3C –<br/>Technology<br/>Review and Comment by IITC</b></p> <p>Link =&gt;<br/><a href="https://email4cd-my.sharepoint.com/:w:/g/personal/mtejad_a550_email_4cd_edu/EaYmnLyp-yhPsyibc5akcLIBBd1lWF84WBids0oJObBwfg?e=eWroqg">https://email4cd-my.sharepoint.com/:w:/g/personal/mtejad_a550_email_4cd_edu/EaYmnLyp-yhPsyibc5akcLIBBd1lWF84WBids0oJObBwfg?e=eWroqg</a></p> <p>Time: 10 minutes<br/>Purpose: Information/Discussion<br/>Lead: Mario</p> | <p>Julie Walters, Mario and Percy: The report is available beyond the link provided. Will include a chart to indicate reviewer and comments. Will give it more time for review prior to sending it around for vetting. Julie will</p> <p>If anything is found to be out of place, Julie will place it in its perspective area.</p>  |
| <p><b>6. Web Accessibility</b></p> <p>Link =&gt; UserWay (<a href="http://userway.org">userway.org</a>), a free web accessibility widget</p> <p>Time: 15 minutes<br/>Purpose: Information/Discussion</p>  | <p>Carrie researched integration with our system. Accessibility overlays has been a recent trend. Issue: sometimes block webpages. Concern: website may have accessibility issues. Overlay very usable with DVC homepage and can benefit students. Will need to decide if it will live on our webpages after further testing. Look at possible future cost. Is there a</p>  |

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| Leads: Carrie   | settings prompter, or can we add it? Have Communications and Marketing review along with DSS. Look at other vendors.   |
| <p><b>7. Classroom Standard AV</b></p> <p>Time: 10 minutes<br/>Purpose: Status/Information Update<br/>Leads: Percy</p>              | <p>Percy: Immediate range – smaller footprint than what has been done at San Ramon. Computer in every classroom, training, platform will enable ZOOM. Confidence monitors, sound, and etc. Set up is in LC-110 to test drive. Would like for members to test and give feedback. Summer 20 will move BLF equipment to LA classroom and integrate new equipment in BFL. Extend training for everyone. SRC developing list for onboarding new faculty and others. Sponsored visitors will be connected by those who invite them to the campus. Laptops will still have cable access. Instructions will be provided. Development of internal measures to avoid keyboard and battery issues. Identifying and develop fail points for fail safes. The positive is seamless and wireless. Anne: prefer to have wireless as an option. Will consider installing a HDMI cable, Issue: accessories security.</p> |
| <p><b>8. Faculty Wireless Printing Solution</b></p> <p>Time: 10 minutes<br/>Purpose: Status/Information Update<br/>Leads: Percy</p> | <p>Setting up a wireless network card within Konica. That should be available the week of February 22<sup>nd</sup>.</p>  |
| <p><b>9. Student Printing Transition New Loader</b></p> <p>Time: 10 minutes<br/>Purpose: Discussion<br/>Leads: Percy</p>            | <p>Will wait until spring semester for installation of a couple of machines that will access cash. Equipment locations are being considered. Accessibility: electronically upload through devices. Change: account permissions instead of card permissions. Will revisit topic. Administrative decisions will be made later, i.e. refunds. Printer-On is a wireless solution allowing printing from mobile devices to the Library printer.</p>   |
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Future dates: 2/27; 3/12; 3/26; 4/9; 4/23; 5/14; 5/28