Technology Advisory Group

Minutes - DRAFT

 September 9, 2019, 2:00-3:30 PM

 Campus Center Conference Room

Committee Members

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| **Constituency** | **Representative** | **Attd.** | **Constituency** | **Representative** | **Attd.** | **Constituency** | **Representative** | **Attd.** |
| Classified Chair | Grant Jones | x | Faculty-Math |  Sasha Friedman | x | Manager-Dean | Tim Harrison |  |
| Faculty-Library | Kaela Casey |  | Faculty-Biology |  Preston Pipal |  | Administrator | Cathy Bojorquez, VP BAS |  |
| Faculty-Performing Arts | Nathan Cole |  | Faculty-Geography | Chloe Branciforte | x | Administrator | Dan Watkins, Vice Chancellor, IT DAC |  |
| Faculty-Art, Digital Media | Sharla Fell |  | Faculty-Counseling | Yia Vang | x | Supervisor | Rick Trevino, SEA |  |
| Faculty-Nursing | Cynthia Wetzel | x | Classified-Distance Ed. | Matthew Moore | x | Classified-Recorder | Maureen Jacobs | x |

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| **Agenda Item** | **Discussion Notes** | **Action?** |
| 1. Minutes, 4/8/19 | There were no changes to the 4/8/19 minutes. 1. Grant asked Matt about using Duolingo: “Duolingo is a platform that includes a language-learning website and app, as well as a digital language proficiency assessment exam.” Matt said it has been working well.
2. Matt brought up Zipgrade, “A mobile device app that turns your iPhone, iPad, or Android device into an optical scanner for grading paper multiple-choice assessments. Great for quizzes.” The group discussed the efficiency and low cost of Zipgrade versus Scantron. The group and Grant should buy a block of Zipgrade licenses that a group of math and science instructors can try out. Chloe and Sasha will find the group of instructors.
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| 2. Emergency Notification System Update | Grant described the process of selecting the vendor for the system. The Board needs to approve. It will cost district-wide about $5 million. RAVE would be redundant and go away. Phase 1 will probably be Moorpark College as it has nothing and is most vulnerable. Cabling is the biggest part of the cost. Hopefully all will be completed by August, 2021. |  |

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| 1. Smart Classroom Installations Update
 | 1. Grant recapped how I.T. has completed transforming rooms SCI 350, 351 and 354 and ECT 6, 7 and 8; MAC 100, LRC 205 and some library areas. The cost is $12,000 per room.
2. They have SCI 252 and 253 to do but need a vacant month because it means dismantling the room itself; including ceilings, walls, carpets and closets. Generally they can do 2 rooms per year and only do it in the summer because no classes can be assigned.
3. Sasha told the group what a huge difference there is in using the smart classroom versus the old technology.
4. Grant will show Chloe how it works so that she can confirm what she needs and wants for a Program Review Initiative. She will review SCI 350,351 and 3564/
5. Grant mentioned that if categorical funds are used, make sure services, installation costs and expenses other than equipment are allowed. Other funding may be needed.
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| 1. Financial Aid Computer Lab
 | Financial Aid is getting at 16-computer lab designed by Jordan perhaps using BFAP dollars. The will enable students to scan their information into FAFSA. Grant commented that Program Review Initiatives need to include “cost of ownership”.  |  |
| 1. Adobe Single Sign On License Requirement
 | The new Adobe Pro licensing will need you sign in by November 15th. We teach Adobe classes and IT figured out how to sign in 100 students.  |  |
| 1. Camtasia Site License Update

(Camtasia 2019 makes it simple to record and create professional-looking videos) | Chloe commented that it is great. It enables you to record a picture in picture and then upload it to YouTube. If a student missed a class, the student can review. The student needs Office unless the student goes directly to YouTube. It’s for Online Faculty and available for district-wide use. It can be used for lectures. Call Matthew Moore for questions and/or problems. |  |
| 1. Current progress with Program Review 2017-18
 | Grant said there is one last project in PAC 116. It includes wiring and gear totaling $35,000. The laptops didn’t hold up. He will replace with Mac OS All-In-One desktops or Mac Minis and select a monitor. |  |
| 1. Other Business
 | \* He is working on the microwave license for VCEC. \* Cynthia Wetzel asked a question about Wi-Fi connectivity. Grant said the problem is with the laptops. They are not reliable for testing and IT cannot work on personal laptops. \* Voyager is now ALMA, the Library’s new system. “Alma supports the entire suite of library operations—selection, acquisition, metadata management, digitization, and fulfillment — for the full spectrum of library materials, regardless of format or location.” It will be fully adopted in December.\* VCEC has had a dry run from LRC’s Tutoring Center to VCEC. Grant said we can also use Zoom to share lectures.  |  |

*The Technology Advisory Group monitors compliance with Accreditation Standard IIIC and provides coordination for the periodic revision for the campus Technology Plan. The Technology Advisory Group is charged with developing and recommending the long-term campus technology plan based on college program review data and the District Technology Plan. It reports and makes recommendations to the Vice President of Business Services and the Budget and Resource Council (BRC). In addition, the Advisory Group reviews the plan annually, makes recommendations for revisions as needed, ranks priority of technology spending based on program review data, and serves as a forum for discussing campus technology issues.*