



# Technology Advisory Committee

## Meeting Notes – November 7, 2023

Meeting Agenda — November 7, 2023

**2:30pm** — Roll Call and Approval of Minutes & Agenda (10 minutes: Everyone)

**2:40pm** — Distance Education Update — Collins

**2:50pm** — Technology Plan DRAFT

- ISER Framework — Flores
- EMP — Davis
- ACCJC — Davis

**3:05pm** — Task: Review Tech Plan Draft to ensure we are addressing the three areas — Davis

**3:10pm** — Announcements etc. (Everyone)

<b>ATTENDEES</b>	Torria Davis, ASLT Dean (tri-chair); Ricardo Flores, Instructional Technologist (tri-chair); Irah Tancioco, Student ASSC; Will Minnich, A&R Dean; Michelle Hawkins, SS/CA; Christopher Collins, DE Coordinator; Cindy Moss, STEM; Paul Bridenbaugh, SS/CA; Luciana Castro, Language Arts; Sherri Wyatt, Library; Melissa Matthews, EAC; Hui Pate, BEPP; Norman Del Prado, STEM, NETX Coordinator; Marco Wehrfritz, STEM; Phillip Williams, STEM, Chris Smith, Web Services Director District Office.
<b>GUESTS</b>	

<b>Agenda Item 1: Approval of minutes &amp; agenda</b>	
<b>DISCUSSION</b>	Will Minnich motioned to approve minutes and agenda. Norm Del Prado seconded the motion.
<b>CONCLUSIONS</b>	
<b>Agenda Item 2 &amp; 4: Review of Technology Plan Draft &amp; Review</b>	
<b>DISCUSSION</b>	We shifted order of items to allow Chris tim to arrive for DE update. Dean Davis demonstrated the 5 point framework and walked us through the EMP alignment.
<b>CONCLUSIONS</b>	
<b>Agenda Item 3: Distance Education Update</b>	
<b>DISCUSSION</b>	Spring 2023 Student Survey results are in. 4 takeaways that students pointed out in the survey: 1. Students would prefer faculty t orecord their own videos

	<p>rather that using other people’s videos from YouTube</p> <ol style="list-style-type: none"> <li>2. Students mentioned that some instructors are not responding promptly to emails and suggested that instructors should communicate their policy for responding to emails</li> <li>3. Students mentioned that some of the LTIs in use are troublesome. Students asked that instructors rethink the usage of LTIs.</li> <li>4. A request/continuance for faculty to be kind</li> </ol> <p>Other DE updates:</p> <ul style="list-style-type: none"> <li>• Chris shared a link to the CTTL Spring NewsLetter for member to read some quotes from the survey.</li> <li>• The Skyline College DE Handbook has been completed and approved by Academic Senate.</li> <li>• QOTL1</li> <li>• 10 Day Accessibility Challenge</li> </ul> <p>Questions:</p> <ul style="list-style-type: none"> <li>• Will Minnich mentioned the need to include questions related to Student Services</li> <li>• Melissa Matthews pointed out that some students are getting old chromebooks that do not work with Canvas</li> <li>• Luciana Castro asked if there is a modele or framework for multimodal syllaby related to equity.</li> </ul>
<p><b>CONCLUSIONS</b></p>	<ul style="list-style-type: none"> <li>• Chris And Will will collaborate in the future to create a survey that covers both the instructional, as well as the student services side of things</li> <li>• Though not a widespread problem, we do have a limited supply of chromebooks. Laptop checkouts are limited to some courses that require certain apps. The new Chromebooks are issued on first-come-first-served basis. The old Chromebooks no longer take updates and therefore cannot work with Canvas. Sherri will work with library staff to ensure the student gets a Canvas compatible device.</li> <li>• Chris will work with Luciana to develop multimodal equity syllabus.</li> </ul>
<p><b>Agenda Item 4: Announcements</b></p>	
<p><b>DISCUSSION</b></p>	<ul style="list-style-type: none"> <li>• Sholarship applications are open. March 2<sup>nd</sup>. – <b>Will</b></li> <li>• Equinix has an internship program with our NETX program students - <b>Norm</b></li> </ul>

	<ul style="list-style-type: none"> <li>Library hosting De-stressing events for finals, Skyline Stories of Self Fullness Dec5, Therapy dogs on December 6. – <b>Sherri</b></li> <li>Tech upgrades in B4, B6-202 will be finally upgraded, Media is making a form to clarify the standard equipment specs so that depts can figure out if they need t pay for extras, DGSG site, - <b>Torria</b></li> <li>OTC - Deadline for proposals is Nov 30 – <b>Chris C.</b></li> <li>CRM - SSL (Student Success Link) is going very well. It is a massive tool and it's working great for A&amp;R. (3 groups of people to make it work) Finaid &amp; A&amp;R, CRM folks, and ITS. This is requiring massive amounts of data clean up. This is allowing A&amp;R to automate several processes for the students.</li> <li>International Poetry Event on Nov 15 – Facilitated by Pia. - <b>Sherri</b></li> <li><b>Ricardo</b> announced that DTL is working on putting on an AI AR/VR miniconference on January 11 in lieu of district Flex day.</li> </ul>
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<b>CONCLUSIONS</b>	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Integrate committee feedback into the Tech Plan Draft	Co-chairs with help from committee	ASAP, but not due until the end of Spring officially
Create bylaws at some point	everyone	TBD