

Technology Advisory Committee

Meeting Notes – February 2, 2021

Agenda

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

2:40pm — Tech Support for Publisher Content (15 minutes: **Collins**)

2:55pm — Free Microsoft O365 (Cloud Only) for students (10 minutes: **Flores**)

Free Microsoft Office for students: <https://www.microsoft.com/en-us/education/products/office/default.aspx>

What's included with O365 A1: <https://www.microsoft.com/en-us/microsoft-365/academic/compare-office-365-education-plans?activetab=tab:primaryr1>

3:05pm — Panopto Update & Feedback (15 minutes: **Flores**)

3:20pm — Using the VRC for PD registration (10 minutes: **Flores**)

One Login: <http://smccd.onelogin.com/>

3:30pm — Computer Equipment loans updates (15 minutes: **Media/ITS**)

- what is the process/protocol for check out?
- how many devices do we have available?
- how many devices do we have out on loan?
- what challenges are you facing?
- How can TAC help?

3:45pm — Discussion: How can we use technology as we return to campus?
(10 minutes: **Moe**)

3:55pm — Announcements etc. (5 minutes: **Everyone**)

ATTENDEES	Ricardo Flores (chair), Kim Saccio-Kent, Tom Broxholm, Carla Grandy, Chris Collins, Cindy Moss, Kenny Gonzalez, Paul Bridenbaugh, Roger Marcelo, Tammy Calderon, Chris Weidman, Rolin Moe
GUESTS	Andrew Piper (Panopto rep)

Agenda Item 1: Approval of minutes

DISCUSSION	One correction to typo was made.
CONCLUSIONS	Approved.
Agenda Item 2: Tech Support for Publisher Content	
DISCUSSION	<p>How many/what percentage of instructors embed third-party content and platforms into their Canvas course shells? ASLT can invite publisher reps to present to faculty. Many issues have been coming to CTTL – instructors are requesting support in integrating third-party platforms and textbooks.</p> <p>Tom B. supported that statement with anecdotes from himself and his wife. Tammy C supported this concept as well. Could we get training/tutorials from third parties to support instructors in embedding their platforms into Canvas?</p> <p>Ricardo shared history of this ongoing issue within TAC. Brought up District software purchasing process that vets third-party platforms for accessibility.</p> <p>Chris proposes inviting high-demand publishers to present workshops. Cindy and Ricardo stated that we should not be paying publishers to support their products.</p> <p>Ricardo proposed having group training meetings at the beginning of each semester – participants would be anyone who uses third-party resources. Tammy suggested that we invite vendor reps to do Flex Day workshops, roll out a version of this training to students as well. Could faculty members have direct access to publisher reps? Cindy suggested tutorial videos.</p> <p>Ricardo pointed out that if we invite publishers to our Flex Days, we are essentially endorsing them (there was some disagreement with this idea).</p>
CONCLUSIONS	Ricardo will Kevin Chak to attend next meeting, propose that he work within his chain of responsibility to contact publishers and ask them to send
Agenda Item 3: Free Microsoft O365 (Cloud Only) for students	
DISCUSSION	Students can access free Office 365 accounts – essentially the Office Suite – via my.smccd.edu and directly via links in the agenda. Only catch: students can't download the software. A few people suggested that an email announcement be sent out to students (though it is available on my.smccd.edu).
CONCLUSIONS	Rolin will reach out to Marketing to see if this announcement can be sent out, and work out options if that isn't a possibility. He will report back at the next meeting.
Agenda Item 4: Panopto Update & Feedback	

DISCUSSION	<p>Tom reported some confusion around sharing videos with students (turns out this is an issue with settings, which is being resolved). Brought up issues with caption length. Otherwise is pleased.</p> <p>Kim and Chris W shared more caption issues (caption length is an ADA issue, accuracy can sometimes be a problem). Chris shared that he is in contact with Chris Smith at the District, who is taking these concerns to Panopto.</p> <p>Tammy shared some challenges – attended a Panopto training that was confusing to her.</p> <p>Ricardo brought up challenge that there are no student-facing training materials for Panopto. He is working with Chris Smith to produce student-facing trainings – also produce clearer documentation for faculty.</p>
CONCLUSIONS	Ricardo is sharing information from this meeting with District Panopto implementation team.
Agenda Item 5: Vision Resource Center (VRC) for PD Registration	
DISCUSSION	<p>VRC is now up and running. CTTL will start moving all PD signups onto the VRC platform. Many benefits to this, including transcripts for all PD sessions attended.</p> <p>Ricardo demonstrated accessing VRC via the OneLogin page and navigating to Learner Home. This is where CTTL will highlight trainings at Skyline. PD events are also listed on the Events Center.</p> <p>Ricardo emphasized needing to register for events – but Tom shared his screen and demonstrated how it is not clear how to register for events. It turns out that one needs to click “Request,” then “Add to Roster” to sign up for events. If you are on presenter list, you see “View Roster” (this lets you manage attendance).</p>
CONCLUSIONS	Informational only.
Agenda Item 5: Computer Equipment Loan Updates	
DISCUSSION	<p>Roger shared he has temporary loaner laptops for faculty – new faculty or faculty who are having computers fixed. Contact your Dean (new faculty) or ITS to request a loaner.</p> <p>Rolin reported that students can use the Virtual Campus Website to request technology—and they have plenty of equipment for students. However, they are not providing printers. They are also working on a system to collect tech that students do not need any longer.</p> <p>Roger would like to see a procedure for providing adjunct faculty with long-term loaners.</p> <p>Paul brought up concern for students who need access to</p>

	Adobe Creative Suite. Ricardo asked what students absolutely must have – there are free and less expensive options to high-end, powerful software like Adobe CS.
CONCLUSIONS	Informational only.
Agenda Item 5: How Can We Use Technology Upon Return to Campus?	
DISCUSSION	<p>Rolin lead discussion. We need to make tech upgrades to classrooms and other spaces to enable use of Zoom simulcasting</p> <ul style="list-style-type: none"> • In your specific role, what will you need technology-wise to bridge your work between face-to-face and online? • What do we need in terms of policy/guidance/expectations re. online vs. face-to-Face? <p>Tom brought up that he needs high-speed broadband upload speeds. Also, remote control for office computers (which has been disabled for security reasons). Rolin noted this, and also mentioned that on-campus Internet access also needs to be considered. May need to look at increasing bandwidth.</p> <p>Paul observed that multiple webcams are necessary for hard-to-convert courses; Tom brought up doc cams. Tammy mentioned ring lights – especially important in cosmetology.</p> <p>Rolin shared that they are looking at “work-at-home” package for instructors. What types tech do instructors need?</p> <p>Chris suggested putting together a “recommended equipment” list for instructors.</p> <p>Rolin will send out a follow-up email with questions to discuss.</p>
CONCLUSIONS	<p>Please think about these questions for the next meeting: What do we need in terms of tech to do our jobs? What do we need in terms of policy or guidance to make it easier to do our jobs?</p>
Agenda Item 6: Announcements	
DISCUSSION	<p>Kenny is on Student Success Leadership Team, looking at what needs to be integrated into the CRM. Counseling will be doing a soft-launch of the CRM on March 1. Counseling department will be online April 1. Full rollout of CRM in Fall 2021.</p> <p>Paul announced Amir E’s online exhibit: www.pandemicpolarity.art</p>
CONCLUSIONS	Informational only.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Add to March agenda: How can we share TAC discussions with wider faculty? 	Cindy will lead discussion.	
<ul style="list-style-type: none"> • Reach out to Academic Senate exec committee re a mechanism for TAC updates to Senate 	Kim	
<ul style="list-style-type: none"> • Talk to Kevin Chak about enlisting publisher support with third-party learning platforms. 	Ricardo	
<ul style="list-style-type: none"> • Add to March or April agenda: Continue discussion re points raised in Item 5 	Rolin will lead discussion.	