

Technology Advisory Committee

Meeting Notes – March 2, 2021

Agenda

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

2:40pm — Online Teaching Kits Discussion (Everyone)

3:00pm — Vendor Demo – Class for Zoom

3:30pm — Vendor Q&A – Class for Zoom

3:45pm — Announcements etc. (Everyone)

ATTENDEES	Ricardo Flores (chair), Kim Saccio-Kent, Kenny Gonzalez, Paul Bridenbaugh, Marco Wehfriz, Cindy Moss, Tom Broxholm, Chris Collins, Tammy Calderon, Will Minich
GUESTS	Spencer Lawson, Jorge Salinas, and Mark Blosil (Class); Andrea Fuentes

Agenda Item 1: Approval of 3/2/21 Minutes	
DISCUSSION	Kim moved to approve, Marco seconded.
CONCLUSIONS	Approved.
Agenda Item 2: Online Teaching Kits Discussion	
DISCUSSION	<p>Budget is \$100 per employee for teaching kit; Ricardo listed some possibilities. Kim suggested that a USB hub should be included to ensure peripherals can be used with employee laptops. Tom pointed out that \$100 seems too low and asked if this could be increased; Ricardo responded that the budget is fixed. Cindy pointed out that faculty receive \$100 per month – can't instructors use these funds to buy equipment? Ricardo commented that classified staff aren't receiving these funds; Paul pointed out funds for faculty are meant to offset all expenses, like fast Internet etc.</p> <p>Rest of the discussion focused on what to include in the list – include ring lights? Webcam? Did not record pros and cons tossed around, plus discussion of whether we're coming back on campus or not. (A few people made the point that faculty may not need these kits if we are all returning to campus in Spring, or even Fall.)</p> <p>Also discussed possibility that all faculty may not need everything in one standard kit. Ricardo proposed that we offer</p>

	<p>two or three different kits. Note that the college/district would own all of these items (just like the laptops/computer equipment that is already provided).</p> <p>Tom and Cindy commented that we seem to be late to the game for this; Cindy clarified that she can ask for what she needs from her dean. Ricardo clarified that the kits are mainly intended for adjunct faculty who may not have easy access to technology. Much discussion around that topic.</p>
CONCLUSIONS	<p><u>Items for kit:</u></p> <ol style="list-style-type: none"> 1. Microphone or headset with mic 2. Webcam (possibly with built-in mic?) 3. Light 4. USB hub – need to account for USB-C/thunderbolt connectors, or USB 3.0
Agenda Item 3: Vendor Demo – Class for Zoom	
DISCUSSION	<p>Class is a collaborative suite for online instruction. Mark is business lead and gave presentation.</p> <p>Class is a plug-in for Zoom. Allows instructor to use a “podium view” that sets instructor view on the top left. Includes presenter modes to show live presentations, expanded Participants features, and a long list of Teaching Tools (that appear to integrate with Google Apps).</p> <p>MacOS is now live; Windows version goes live May 1</p> <p>Views: podium view; “front of class” section at top of screen, where TAs can be “pinned,” etc. Class Cam (for hybrid environments), Sign Language Cam, Instructor Cam.</p> <p>Feedback options – “share with presenting users” options</p> <p>Attendance and tracking – separate class management system from Zoom</p> <p>“Lose Focus Tracking” – tracks students who have “clicked away from the class presentation” and alerts instructor</p> <p>Proctored Exam View “coming soon” – matches student’s face with their screen – so it gives instructor access to student screen.</p> <p>Participation view – monitors students’ talk time and indicates their participation with color codes.</p> <p>There is a Canvas LTI in development that will allow grade passback and import</p>
CONCLUSIONS	Demo.

Agenda Item 4: Vendor Q&A – Class for Zoom

DISCUSSION	<p>Question: What are system requirements? Is there a web interface option? (Not all instructors have high-end equipment.) Answer: “Comparable to what you would see on the Zoom side.” On MacOS, Mojave or newer. Windows requirements are not clear yet. Class essentially determines system capabilities and allows you to use features as possible.</p> <p>Question: Many students use smartphones for Zoom class meetings. How does Class work in the mobile environment? Answer: Class iPad and Android mobile apps available, but nothing for iOS. iPhone users can participate in class via Zoom and use a “Class Side Bar” – but would need to use application switching.</p> <p>Question: FERPA concerns. Answer: Platform is FERPA compliant.</p> <p>Question: Software treats each tab as a camera. Are their plans in the future to allow voice commands for users with disabilities? Answer: Accessibility is not being built into the Class product as such, but instead Class is being built to work with existing tools such as JAWS, etc. They are working with an accessibility contractor to ensure compliance with standards.</p> <p>Question: How will captioning work in Class? Answer: Closed captioning and class transcription options are “coming soon.”</p> <p>Question: How does Zoom’s Record option work with Class? Does it record only the main presentation or the entire screen? Answer: Next build will include the ability to record instructor video and main share area. Right now only the Instructor video is recorded. (No plans right now to record the entire screen.)</p>
CONCLUSIONS	<p>Post-demo discussion. Major concerns:</p> <ul style="list-style-type: none">• Integration with Canvas – assignments, grading, etc.• More complexity for instructors – another thing to learn• This company appears to be in its infancy. They haven’t even released a Windows version yet. <p>Andrea asked if we are willing to do a pilot. The Committee unanimously agreed that this product does not offer any substantial benefit to our students or to our faculty.</p>
Ad Hoc agenda Item: Consider change in meeting time?	
DISCUSSION	<p>Ricardo brought up the point that many staff and faculty have not been attending TAC meetings due to meeting conflicts. (This is mentioned in March minutes.) ITS is of greatest</p>

	concern. It is very important to have a representative from ITS and/or Media Services to attend every meeting. Tammy suggested combining meetings. Daman Grewal heads ITS.		
CONCLUSIONS	Ricardo will discuss options with Rolin.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	