

# Technology Advisory Committee

## Meeting Notes – May 4, 2021

### Agenda

- 2:30pm** — Approval of Minutes & Roll Call (10 minutes: **Everyone**)
- 2:40pm** — Discussion about TAC participation in Cabinet (15 minutes: **Moe**)
- 2:55pm** — Return to Campus TAC Priorities Statement (25 minutes: **Everyone**)
- 3:20pm** — Hybrid-Flexible Meeting Rooms (15 minutes: **Saccio-Kent**)
- 3:35pm** — Distance Education Update (10 minutes: **Collins**)
- 3:45pm** — Department Updates (15 minutes: **Everyone**)
- 3:55pm** — Announcements etc. (5 minutes: **Everyone**)

<b>ATTENDEES</b>	Ricardo Flores (chair), Paul Bridenbaugh, Tom Broxholm, Tammy Calderon, Chris Collins, Kenny Gonzalez, Carla Grandy, Roger Marcelo, Will Minich, Rolin Moe, Cindy Moss, Minn Naung (ASSCC rep), Kim Saccio-Kent, Marco Wehfritz
<b>GUESTS</b>	Andrew Piper (Panopto rep)

<b>Agenda Item 1: Approval of 4/6/21 minutes</b>	
<b>DISCUSSION</b>	Two spelling errors corrected. Marco motioned, Cindy seconded.
<b>CONCLUSIONS</b>	Approved.
<b>Agenda Item 2: TAC participation in Cabinet</b>	
<b>DISCUSSION</b>	<p>Rolin is reporting on presentation to Cabinet. #JanuaryThird – return to campus. Rolin explained that District IT does not project for everyone to return to campus till 2023. However, in Spring 2022 most classes and functions are expected to return to campus.</p> <p>We have HEERF funds, federal money to support student success in returning from the pandemic – high 6 to low 7 figures, probably \$750,000 to 1 million plus for technology.</p> <p>200 laptops have been taken from Skyline (for student use) and need to be replaced before we can return fully to campus. Employees need “tech kits” to provide an equitable</p>

	<p>baseline for employees. (Cabinet was impressed with the list that TAC provided in April.) Need to completely rethink tech distribution cycle. Currently using software provided by outside sources like State - to the tune of about \$100,000. We will need to replace that or find other solutions. Also, WiFi access across the campus is inconsistent – extensive upgrades needed to many buildings on campus. High-flex classrooms are extremely expensive, probably can't roll them out across campus. To upgrade WiFi and add high-flex classrooms could be well over \$2 million dollars. Next, QOTL instructor training done so far cost over \$1 million dollars. Anything we do to return to campus will require another big lift of that magnitude. We will need to provide professional learning for entire campus community. If we did that, over \$5 million dollars would be needed. We need to think strategically about this. The numbers Rolin just outlined have been presented to the Cabinet – next steps, Cabinet will set priorities for funding. Note: Nothing has happened yet; we are in early planning stages for “technology recovery.”</p> <p>Cabinet is very pleased by TAC ability to meet challenges over last 15 months.</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>• What should TAC focus on? Instructional tech, student support? A: Think of technology for the Skyline community, which includes instruction as well as other infrastructure, operational, and student support needs.</li> <li>• What's the timeline? What's next? A: Cabinet has taken the information on cost and need, and is thinking about what they see as the vision for the campus. They will give this information (priorities) plus a budget number to a taskforce or team to help shepherd this initiative. HEERF funds must be spent by December 31st.</li> </ul>
<b>CONCLUSIONS</b>	<p>Collaborated on writing “Return to Campus TAC Priorities Statement.” <a href="#">See draft on Google Drive</a> for work done during this session.</p>
<b>Agenda Item 3: Hybrid-Flexible Meeting Rooms</b>	
<b>DISCUSSION</b>	<p>Considered options for using HERFF funds to set up a limited number of meeting rooms with video conferencing facilities, to make it possible for Academic Senate and Divisions (as well as other Skyline groups) to hold meetings that could be attended by</p> <p>Roger: there are two “Zoom rooms” available right now in Building 4 – just recently completed.</p>
<b>CONCLUSIONS</b>	<p>We will advocate for at least one Zoom room in each building; added a line to that effect in the “Return to Campus” draft.</p>
<b>Agenda Item 4: Distance Education Update</b>	

<b>DISCUSSION</b>	<p>Five areas of focus:</p> <ul style="list-style-type: none"> <li>• DE Addenda. Skyline College submitted more than 300 DE addenda during the Fall Semester. This means that they can be taught in person, online, or hybrid.</li> <li>• Online Peer Mentors. Outlined program – note, TAC members Tammy Calderon, Cindy Moss, and Kim Saccio-Kent are both Peer Mentors.</li> <li>• Quality Online Teaching and Learning 2 – QOTL is “next step” for instructors who have completed basic QOTL training. QOTL cohort 1 and 2 will be invited to participate in QOTL 2 in Summer 2021. This 25-hour training is offered in a “choose your own adventure” format that allows participants to choose their area of focus.</li> <li>• Peer Online Course Review (POCR) – note, Cindy Moss and Kim Saccio-Kent are both POCR certified. Skyline received a grant that allows instructors to go through @ONE training on course review with CVC-OEI Rubric.</li> <li>• CVC-OEI Course Exchange – allows students to find and enroll in online courses across the system, which will help them move through programs more quickly. Skyline College is now part of this exchange, so will be able to add online courses to the catalogue. These courses need to be reviewed; POCR certified reviewers will be employed for this task</li> </ul> <p>Will Minich – pointed out some issues with the operational side of CVC-OEI Course Exchange. Registration challenges across the CCC system are being worked out but not yet resolved.</p>
<b>CONCLUSIONS</b>	Informational only
<b>Agenda Item 5: Department updates</b>	
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Paul, Social Science/Creative Arts – Digital Lab has been moved from Building 2 to Building 1. Relocating darkroom from Building 2 as well. <a href="#">3D Virtual Gallery online showing student art</a>. Also musicals and concerts being presented online.</li> <li>• Will, Student Services – Building 2 is now empty, construction to begin soon. Most areas are squeezing into Pac Heights building. Starting to have conversations re. what is needed to ensure student safety when we return to campus. Big challenges with Pac Heights. CRM work has been progressing behind the scenes, a lot of data cleanup across the district. Counseling across the district just went live with CRM.</li> </ul>
<b>CONCLUSIONS</b>	TK
<b>Agenda Item 6: Announcements</b>	
<b>DISCUSSION</b>	TK

<b>CONCLUSIONS</b>	Informational only.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	