

Technology Advisory Committee

Meeting Notes – September 7, 2021

Agenda

1. 2:30pm — Approval of Minutes & Roll Call (10 minutes: Everyone)
2. 2:40pm — Welcome New Members (5 minutes: Flores)
3. 2:45pm — Connecting Activity – in small groups take a look at past agendas and minutes at and discussed some previous achievements of TAC (15 minutes: Everyone)
4. 3:00pm — Setting TAC Goals for 2021-2022 (20 minutes: Barreto)
5. 3:20pm — Technology Plan Discussion (15 minutes: Moe)
6. 3:35pm — Distance Education Update (10 minutes: Collins)
7. 3:45pm — Department Updates (10 minutes: Everyone)
8. 3:55pm — Announcements etc. (5 minutes: Everyone)

ATTENDEES	Ricardo Flores, instructional technologies (tri-chair); Jairo Barreto, district IT (tri-chair); Rolin Moe, dean (tri-chair); Paul Bridenbaugh, SS/CA; Shari Bookstaff, STEM; Thomas Broxholm, BEPP; Luciana Castro, LA; Belinda Chan, PRIE/Classified Senate; Christopher Collins, DE Coordinator; Norman Del Prado, STEM; Kenny Gonzalez, COUN; Carla Grandy, dean, STEM; Roger Marcelo, Multimedia Services Coordinator; Cindy Moss, STEM; Hui Pate, BEPP; Kim Saccio, EAC, Accessibility; Chris Weidman, ASLT; Marco Wehrfritz, STEM; Phillip Williams, STEM
GUESTS	

Agenda Item 1: Approval of minutes and roll call	
DISCUSSION	
CONCLUSIONS	Approved.
Agenda Item 2: Welcome new members	
DISCUSSION	Members identified themselves and greeted the group.
CONCLUSIONS	Discussion only.
Agenda Item 3: Connecting activity	
DISCUSSION	Breakout groups were opened, then individuals shared out. Rolin: opportunities to pilot software before purchase (example, Panopto); work done in TAC informed SPARC technology allocations. As a result, HEERF funds are being used to purchase laptops for student use across campus.
CONCLUSIONS	Discussion only.

Agenda Item 4: Setting TAC goals for 21-22	
DISCUSSION	Discussed utility of setting goals for the year. Norman suggested looking at hot topics/priorities for our administration, then breaking down technology needs and recommendations. Rolin noted that when we talk about goal setting we need to consider technology plan, and skipped ahead to item 5. Ricardo suggested that we invite representatives from SEEED and from others such as the College Redesign team to share goals with us to inform TAC goals.
CONCLUSIONS	<p>Short-term goals: Technology plan Long-term goals: TBD</p> <ul style="list-style-type: none"> Representatives from SEEED and other major initiatives will present at upcoming meetings. We will use SMART goal framework to design these goals
Agenda Item 5: Technology plan discussion	
DISCUSSION	Rolin: We are in year 4 of a 5-year plan, but we haven't seen a new plan since 2012 (previous plans have simply been edited). Over the summer Cabinet asked that TAC write a new technology plan. This directly relates to Norman's suggestion in item 4. We need to think about the relationship between operations, student services, and instruction. Asked for three volunteers to work with him on a subcommittee to rewrite the technology plan to focus on the Skyline master plan.
CONCLUSIONS	<p>Rolin, Jairo, Chris C., Marco, and Ricardo volunteered to be in the writing subcommittee. Remaining TAC members will be invited to contribute and review.</p> <p>Homework: read existing technology plan before our next meeting. Available here: https://www.skylinecollege.edu/technologyadvisorycommittee/assets/documents/SkylineTechnologyPlan_2018-2022.pdf</p>
Agenda Item 6: Distance Education update	
DISCUSSION	<ul style="list-style-type: none"> 95% of classes now have updated DE addenda Online Peer Mentor program has been extended through AY 21-22 QOTL 2 launched Summer 2021 with 14 participants (in collaboration with Canada College). Currently enrolling for Fall 2021 cohort. Participants are being offered 25 hours at Special rate. Early QOTL cohorts are being invited to sign up. Peer Online Course Review is ongoing (Skyline supports @ONE training and compensates instructors who pass the course). This is important for accreditation, ADA, and Title 5 requirements. CVC-OEI Course Exchange – will be submitting three classes to this exchange. CTTL is working with PRIE to create an annual DE

	<p>report.</p> <ul style="list-style-type: none"> • Launching Online Degrees and Certificates web page • Pushing for a Skyline College Distance Education Advisory Committee (DEAC) – we are the only college in the district to not have such a committee. Note that DEAC focuses on pedagogy and best practices in online course design. • Working with PRIE on qualitative data collection <p>Q&A, Comments:</p> <ul style="list-style-type: none"> • Kim asked if qualitative student data from previous years (Online/Hybrid Community of Practice, DE Workgroup) is made available to faculty on the CCTL website. If yes, will new data added? Chris explained that these data are not currently available on the website, but he will work to have them added along with results from upcoming PRIE data collection. • Timeline for DEAC? Hopefully running by Fall 2022 • Rolin asked about District Teaching & Learning taskforce – maybe we could reach out to that group
CONCLUSIONS	Informational only.
Agenda Item 7: Department updates	
DISCUSSION	<p>Luciana: shared that Professional Development committee encourages faculty to use Article 13 funds for trainings – and sabbaticals. Funds are going unused. Also, Skyline College has rollover funds for sabbatical. Link for PD fund request: https://skylinecollege.edu/ctl/facultyprofdev.php</p> <p>Tom: asked if the District is approving funds for travel.</p> <p>Luciana: Certain states are currently banned from travel, but other travel is approved.</p> <p>Carla: Several Math/STEM classes have transitioned back to campus, experimenting with HyFlex classrooms. Also trying to figure out how to get laptops back that were loaned to students and faculty over the shutdown.</p> <p>Marco: Students are coming back to STEM center. Tutors are doing in-person and Zoom appointments. Working on storage solution for lab kits that were used during the shutdown. Having challenges with updating student laptops.</p> <p>Jairo: Be sure to submit an IT request to have laptops or other computers updated ASAP to get requests in the queue.</p> <p>Rolin: District is no longer loaning out equipment; that has been moved back to the Skyline Library. Library and TLC are open 10-4, Monday through Thursday. Please send students to TLS and Library</p> <p>Kim: Dozens of Chromebooks are missing across Student Services. Also we are not seeing much student interest in in-person services, but online supports are going well.</p> <p>Paul: the former Building 2 SS/CA art labs – the Digital Art Lab, and Photography Lab - have now been moved into building 1, resulting in upgraded technology in these labs, and now all of the art studio labs are housed in the same building. Also, students have shared they greatly benefitting from online Counseling supports, and hope that these</p>

	services continue even when campus is 100% open. Kenny: Move to CRM is working really well. Students are very satisfied with the platform. Salesforce is being very responsive to requests. Counseling is piloting Chat Bot – this is working well in Financial Aid. Ricardo: CTTL is offering both in-person and online drop-in office hours, plus appointments. See https://skylinecollege.edu/ctl/		
CONCLUSIONS	Informational only.		
Agenda Item 8: Announcements			
DISCUSSION	No announcements		
CONCLUSIONS	Informational only.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Contact key personnel from various major initiatives and invite them to present to TAC about their goals etc.		Ricardo	Before next meeting
Initiate the process of writing the Technology Plan		Rolin and volunteer group	ongoing