

**Norco College**  
**Technology Committee Meeting**

12:50pm-1:50 p.m.

IT 218

March 16, 2017

*MINUTES*

| Present                     | Absent                 |
|-----------------------------|------------------------|
| Ruth Leal (Co-Chair)        | Kim K. Kamerin (AHWL)  |
| Shirley McGraw (Co-Chair)   | William Diehl (A&R)    |
| Damon Nance (Library)       | Daniel Lambros (IMC)   |
| Janet Frewing (Math)        |                        |
| Keith Coleman (DRC)         |                        |
| James Finley (CIS/GAM)      | Guest                  |
| Cathy Brotherton (CIS/BEIT) | Jennifer Krutsch (CTE) |
| Daren Koch (Tutorial)       | Charles Henkels (CTE)  |
| Kevin Hayes (ASNC)          | Jody Tyler (Science)   |
| Mitzi Sloniger (COMM)       |                        |
| Virgil Lee (Science)        |                        |
| Lenny Riley (DOI)           |                        |
|                             |                        |

1. Call to Order 12:50 p.m.
2. Consent Calendar- Ruth Leal
  - a. December 1, 2016 Minutes will need to be approved at the next meeting.
  - b. Membership

Ms. Leal reported that William Diehl has taken a position at the district and Sandra Martinez has temporarily moved to MVC. A&R will submit a proxy for William's position until it is filled. New members to be voted upon – Virgil Lee, Chemistry and Lenny Riley, Instructional Technology Specialist.

Motion (Finley/Nance): Approved. No abstentions.

- c. ISPC Report

The Technology Committee gave our spring semester report to ISPC at their meeting yesterday. It was an update on the committee's status on the college's strategic goals and what the committee is doing to help achieve them. The report was provided to the committee.

3. Committee Business – Shirley

a. ITSC Report

Ms. McGraw reported that at the ITSC meeting it discussed changes with district, district tech plan started, relevant items being upgraded, CNET, 10 gig backbone. Testing is happening in labs to test traffic. Single sign-on is in the process and does not have a set date as portal is an ongoing project.

4. Technology Plan – Ruth

a. Subcommittees Report

Ms. Leal provided an update regarding the subcommittees.

Goal #1 – With the Instructional Technology Specialist position filled by Leonard Riley, the subcommittee will begin face-to-face workshops again this spring. The first Technology Training Workshop will be a Lynda.com Workshop “Office 365 for Educators” on Tuesday, April 25th from 12:50-1:50pm in the Professional Development Center. The topic was chosen based on input from faculty and staff from the Technology Survey. The Lynda Video Series of the Week will also begin in late spring. The subcommittee is looking for topics and is again reviewing the Technology Survey for input. A technology workshop on Photoshop and Social Media for staff was held on February 3, 2017 that had over 30 staff attending. The subcommittee is planning for a technology workshop for staff again this summer. We are also looking to partner with the Professional Development Committee to bring awareness to the Professional Learning Network, an online resource for professional development. More to come as we explore possibilities. The committee discussed Lynda.com and felt that it was a great resource for faculty and can be used for flex credit. It was discussed that the student accounts are not free and that we have over 3,000 students currently using Lynda.com. It was noted that the assessment and recommendation for Lynda will be coming soon.

Goal #2 – The Addendum was approved by ISPC on December 7, 2016. The subcommittee will look at the plan for possible updates and bring back a report to the committee. The Addendum has been posted to the website and extends the plan through 2018.

Goal #5 – The Distance Education Committee is the main group focusing on tools/training for online pedagogy and effective use of the learning management system. There is discussion at Open Campus about moving from Blackboard to Canvas and needs to be approved by the Senate. But DE is having a Canvas Training Workshop on March 24th in STEM 302. It was discussed that the subcommittee needs to liaison with Distance Education to be in the loop on these trainings and areas where we may assist.

b. Website & Digital Marketing

a. Compliance Issues

Keith Coleman presented the issue about section 508 and his concern about not being in compliance. He shared with the committee the location of section 508

which is at the bottom of main webpage. He also explained that it is to provide accessibility for students, faculty, and staff with disabilities. Anything on website needs to be accessible to people with disabilities and if not there should be a phone number to call. He was wondering if there is a plan for review to ensure compliance. Mr. Coleman explained there is software which reads media and text and the order in which it is read in is determined by how the website is set up. To his knowledge no testing has been done to see if we're in compliance and as a result believes the conversation should start here and then go further. Ms. Leal stated that all videos produced by Norco College are closed-captioned for compliance. It was decided that Mr. Coleman would contact Daren Dong to attend a future meeting to discuss compliance.

#### b. Digital Marketing

The executive cabinet requested that the Technology Committee look at the landing pages created by RedFusion and provide recommendations for any changes necessary, including sharing the things the committee liked. The pages are a "Digital Marketing" tool not website pages. The pages will not lay over our current site, but be available as a marketing tool for perspective students, with a link to our current website. This is what RedFusion had in mind when they created it. The feedback will be shared with RedFusion.

#### Feedback:

School websites are scary for new students so should make this clean and easy to maneuver. It needs to be more interactive. Keep simple categories at top bar that can also be linked to the photos if clicked upon. Then each category will have more information and links to other information. The programs need to be listed under the schools to simplify it for potential students. Remove acronyms: students do not classify by our program terms. Add a student life section to showcase events, activities, student life on campus. Simplify headings and have them as pathways.

It should have a tour feature such as video. It should highlight cost and class accessibility vs. a university. Suggest changing why go to college to why go to community college? There's a stigma with community college which is a constant battle to overcome. Sell advantages, opportunities.

The group thinks it should showcase the beauty and accessibility of the campus and the community. Include testimonials-students and alumni to show success stories and accomplishments of former students; videos preferable; but also picture of a student with quotes instead of just text; show diversity.

Add enroll now button wherever you are on the pages. The group asked about the possibility to provide a chat feature with a counselor or someone to provide further information?

Overall the pages should be fun, interactive and engaging, but like the cleanness of the sample pages and should be mobile friendly and possibly a Spanish option since we are an HSI.

d. Program Review Technology Requests

Ms. Leal thanked the members that submitted recommendations. They are in the process of being combined and will be sent out to the committee for a vote at the earliest Monday. There will be a subcommittee review of the criteria rubric and timeline to make recommendations on any changes that will be brought back to the full committee at the next meeting. All three Technology Request Recommendations will go to ISPC on April 5, 2017.

5. Technology Projects – Shirley and Dan

a. TSS Update

Ms. McGraw informed that TSS delivered 35 new laptops in Library 121. They did not fit in desks because the new ones have cord attachments on the side instead of back. They were taken out and old ones were put back in. They now have a cart with the 33 laptops and offered cart should anyone need it. IT 125 getting new computers. Not in sync with 25 live yet, install is conflicting because of 25 live conflicts, there are people in those environments even though 25 live shows availability. Shirley asked everyone to bear with them until they can get in to the labs which will most likely be spring break.

E-form training has been held here this week in the Professional Development Center. We will see new forms being generated and training being rolled out soon. TSS is sending a tech from each college to a LanDesk training in Las Vegas for special training provided directly from and with the vendor in an environment to use the software correctly. See attached Technology Support Services Report for details.

6. Open Forum

Adjourned: 1:56 p.m.

Next meeting will be April 20, 2017 in IT218