

NORCO COLLEGE

Technology Committee Meeting

May 21, 2020

12:30-2:00pm

<https://cccconfer.zoom.us/meeting/register/tJlkce2prz4qHtbt5uGOZLBIKIYHCX3M0k>

Minutes

Members Present: Ruth Leal (Co-Chair), Cathy Brotherton, Damon Nance (Co-Chair), Mitzi Sloniger, Suzie Schepler, Lenny Riley, Araceli Covarrubias, James Finley, and Mike Angeles

Members Absent: Janet Frewing, Vanessa Acosta, Jalen Madrid (ASNC), and Rudy Castellanos (ASNC)

Guests: Farshid Mirzaei, Chris Blackmore, Daniel Lambros, Ricardo Aguilera, Jason Caceres

1. Consent Calendar – Ruth Leal

- a. November 14, 2019 Minutes conducted via e-vote. Motion Brotherton/Sloniger. Approved.

2. Technology Plan – Ruth Leal

- a. 2019-2025 Technology Plan and Goals Report

1) Provide Technology Training and Support for the College Community

- a) *Develop a plan for technology-related training opportunities and support for faculty, staff, and students to improve technology literacy.* Plan to have technology training implemented in flex and classified professional development workshops. Working with Classified Professional Development Committee on a list of technology workshops to include in the calendar. On May 15 – Lenny held the Zoom & Tech Tips Workshop which had over 20 classified professionals attend via zoom to learn about Zoom and Microsoft Teams. The committee is planning the next one around technology to use while working remotely for possibly June or July calendar. Plan for trainings with software rollouts. Lenny is conducting E-Trieve Workshops (see calendar provided by Lenny). Social media postings to promote Lynda.com to LinkedIn Learning and then LinkedIn Learning Free Accounts for students. The committee discussed having a LinkedIn Learning workshop for students potentially in the fall. Potentially create a one sheet with links of all the learning resources such as Net Tutor, Tutoring in the LRC, LinkedIn Learning, etc. and could

collaborate with the Distance Ed Committee via Damon Nance, who is the DE Committee Co-Chair.

2) Support Instruction and Student Learning with Technology

- a) *Use technology to provide and enhance student learning and support services enabling greater student success, access, and equity.* Discussion. See Classroom Lab Refresh Recommendation. The committee provides this recommendation annually to support student learning and college services.

3) Measure and Respond to Technology Needs

- a) *Through reviews of annual technology surveys, the needs can be assessed and responded to in the resource allocation and recommendation processes.* See Technology Survey report.

4) Maintain an Integrated Technology Plan

- a) *Review and update the Technology Plan and associated documents annually to maintain a living document that stays abreast of changes in technology and processes.* We continually work through our plan and have ensured that this new plan is aligned with the RCCD Technology Plan. Plan still needs final approval by ISPC. We will request to have it placed on the agenda for approval. It is unclear why it was held up at ISPC.

5) Develop Technology Budget Priorities

- a) *Develop budget priorities for technology resources in order to sustain and enhance mission-critical technologies in times of economic scarcity and for resource allocation. Continue to evaluate and develop processes, including Total Cost of Ownership.* The committee discussed when should this planning take place. There was a discussion to have this take place some time in fall.

b. Lynda/LinkedIn Learning Survey & Recommendation

- i. The survey is being sent out to a group of active student users for their feedback. The recommendation is being prepared and will be shared with the committee.

c. Technology Request Template & Criteria

- i. It was reviewed and updated last spring. It is time to review and potentially update it again. The committee reviewed and provided feedback with no changes.

d. Equipment Refresh Recommendation

- i. Norco College Office Computer Refresh Plan Phases document: last year the Technology Committee recommended Phase III for planning purposes. Now we can recommend Phase IV. This is for planning purposes only. If it is prioritized as a high priority, funding will still determine if it is completed. The lists are still current per TSS but they are reviewing it with the knowledge that computers for last year's prioritization were purchased for Phase III but not installed yet. This group is providing the recommendation on phases not particular

computers but the criteria of age still needs to be preserved when computers are installed. Computer Lab Classroom Refresh Plan is now on Phase II for recommendation. Again, TSS will update the list. TSS reported IT 125 will be replaced and used repurposed computers from IT 125 to IT 124. The Technology Committee approved the recommendation of Phase IV for Office Computer Refresh Plan and Phase II for Computer Lab Classroom Refresh Plan. Motion Brotherton/Sloniger. 1 abstention. Approved.

e. Technology Survey

- i. Faculty, Staff, and Student Technology Surveys were revised with input to include the change to online learning and working remotely and sent out on May 12th. Thank you to everyone who provided feedback. The surveys currently have 104 students, 52 staff, and 79 faculty responses. Lenny emailed Edwin Romero, Student Activities Coordinator, to share the survey with ASNC and student clubs and organizations. The faculty on the committee agreed to share with their students via Canvas and asked Lenny to send an email to all faculty with this request.

3. Technology Report

a. Software & Website – Leonard Riley

- i. We added a lot of online resources for students, faculty, and employees in the Online Education page. Lenny previewed the page. He showed the Employee Resource Guide which includes how to get set up remotely. The menu is going to be changing. This will hopefully improve navigation. Lenny previewed the new menu. He shared the test page link with the committee and asked for feedback.

b. TSS & IMC Update – Michael Angeles

- i. Mike reviewed his written report dated 4/30/20. 438 laptops were distributed to students and employees. Moved old IT 125 computers to IT 124. Ordered 20 new Dell computers for staff and 32 new laptops, 5 desktops for faculty. TSS is providing remote support and handling all work orders. Tech support is provided via zoom.

4. ITSC Update

a. RCCD Technology Plan – Chris Blackmore

- i. Action item. This item was brought forth to the committee for review by the ITSC liaison back in November giving the group an opportunity to ensure alignment between the RCCD Technology Plan and the 2019-2025 Norco College Technology Plan. Chris gave a review of the timeline of the plan. Goal was to align the plan with accreditation standards, RCCD

Strategic Plan, and the college technology plans. Designed to support the colleges. Motion Brotherton/Schepler. 2 abstentions. Approved.

5. Open Forum

Next meeting will be September 17, 2020 via Zoom