



**Educational Technology Committee Minutes
Monday, February 22, 2021
12:30pm – 1:20 pm**

1.0 Call to Order

Present: B. Fried, J. Amato, M. Jong, M. Villagomez, S. Hitchcock

2.0 Introduction of Guests

3.0 Adoption of Agenda

3.1 Adopted, Amendment to agenda – added District Report (DTC) and Guided Pathways

4.0 Approval of Minutes

4.1 Approved from 11/30/20

5.0 Public Comments/Announcements

5.1 No public comments or announcements at this time.

6.0 Discussion Items

6.1 BOT approval of Dyntek Services for SSO and Office 365 (See DTC report)

6.2 Chancellor's Office Digital Resource Support

- 6.2.1** CCCCCO funding ends for many APIs, including Canvas and Canvas tools ENDS 6/30/2021; College has to decide future allocation/types of programs to continue
- 6.2.2** Coordination ongoing with CVC and FCCC
- 6.2.3** Maria is working to secure funding for access to Canvas beyond the expiration date; Canvas Studio for at least 1 more semester; also Proctorio. Is on the Unit Plan for DE.
- 6.2.4** STAC (System Technology Access Committee) – Evaluating possible configurations of services/tools.
- 6.2.5** Idea is to extend what we are currently using and involve faculty in ranking/choices.
- 6.2.6** Not renewing Labster – did not meet faculty needs
- 6.2.7** Keeping Proctorio, NetTutor, Pronto, Turnitin
- 6.2.8** Consensus that State should extend access one more semester, or at least a portion of it (50%)

6.3 Meeting Schedule

- 6.3.1** Committee discussed adding a May meeting if necessary. Otherwise agreed that current schedule was sufficient.

6.4 Instructional Designer Position

- 6.4.1 Due to the increase in online offerings, the Distance Education Department is considering proposing a FT 1-Year Instructional Designer position that would work with the DE Coordinator and DE Staff. The Instructional Designer would assist faculty with best practices related to course design for distance learning. Many colleges have a similar position as part of their DE teams.
- 6.4.2 The position can be classified as a Faculty, Classified, or Administrative position. The classification has yet to be determined. Committee expressed support for the position to be a faculty position
- 6.4.3 Committee members will collect faculty thoughts about how this position should be classified.

7.0 Action Items

8.0 Committee Reports

8.1 DTC Committee Report

- 8.1.1 IT met with Dynatech (contracted firm)- goal is to have everything moved to office 365 by spring break; summer at the latest. Discussed Board approval for contracting out.
- 8.1.2 Met Fri 2/19, discussed computer refresh schedule, rewrite Technology Master Plan planning.

8.2 Guided Pathways (M. Villagomez/M. Jong)

- 8.2.1 Educational mapping through NVC (CourseLeaf, Concentric Sky); Educational mapping piece of CourseLeaf is a different product than Courseleaf for Curriculum management.
- 8.2.2 Timeline under development.

9.0 Next Meeting

- 9.1 No December meeting. Same meeting time in Spring 2021.

9.0 Adjournment

Faculty members:

Jessica Amato
Bill Fried
May Jong
Sean McCann
Nancy McEnery
Megan McWilliams
Stanley Hitchcock

Admin. Members:

Dean Maria Villagomez

Classified Members:

Brandon Tofanelli