



## **Technology Committee Meeting Agenda**

Wednesday, November 8, 2023

12:30pm - 2:00pm

13-337 <https://smccd.zoom.us/j/85420803883?pwd=Z3BEUDdUUzJZRkd5K3hqCFBmbzU2Zz09>

### [Recording of October 18 meeting](#)

#### **1. The Spring 2024 meeting structure for the DEAC committee and Technology was discussed**

Discussions revolved around restructuring meeting schedules for efficiency, proposing combined committee meetings on the first Wednesday of each month. Flexibility was emphasized to ensure participation without overburdening members' time. Considerations were made for members' availability due to maternity leave and their willingness to serve on multiple committees.

Anniqua reiterated the trial nature of the proposed meeting structure, open to modifications if it didn't suit the needs or created complications. The focus remained on clarifying processes, enhancing communication, and supporting student equity through technology accessibility. Members were encouraged to provide feedback.

Other topics included:

- Focusing on formulating pertinent questions for Tech Committee representatives.
- Finding ways to consolidate and effectively communicate action items.
- Understanding accessibility provisions and computer lab information for students.
- Student access to campus labs.
- Specific messages to convey back to respective divisions.

#### **2. A reminder was given regarding a deadline and ongoing project updates on Student Access to Technology:**

Students need to find technology information through faculty, the college website, or searches. Discussion about gathering lab information to make it available for students and emphasizing the importance of providing technology assistance. Jonathan suggested enhancing technology support communication, especially at the semester's start.

Various methods were identified for students to access tech support information, including website links, flyers, and orientations. Collaboration with marketing to regularly highlight tech support was considered. Ludmila mentioned a credit system for technology at the bookstore and inquired about its inclusion in tech resources. Further efforts were planned to reach out to programs and divisions for specific tech information available to students.

Several committee members suggested improving accessibility and centralizing tech information across various departments. They discussed potential ways to structure the information for easy access, considering user experience and feedback. Chris discussed user stories to better understand student

needs. Allison expressed interest in the status of the virtual campus and its role in disseminating tech information.

Overall, the conversation revolved around ensuring comprehensive and accessible tech information for students, considering various platforms, centralizing resources, and collecting user feedback to enhance the user experience.

NEXT STEPS: Anniqua, Chris, and Alessandro will meet.

### **3. Strategic planning discussions and gathered information were reviewed.**

Discussions involved strategizing a technology plan, brainstorming objectives, and categories such as technology training, communication around technology, and technology infrastructure planning. Emphasis was put on futuristic themes, including artificial intelligence, and considering the impact of technology on both faculty and students.

### **4. The upcoming December meeting agenda was discussed, focusing on strategic planning and Building 13 updates.**

Discussions included hybrid learning, AI components, decision-making regarding technology, student success, capturing user feedback, and counselor support for online services. The group aimed to incorporate principles like appreciative inquiry, human-centered design, and equity in their planning process.

Christopher Smith emphasized the importance of having a systematic approach to procuring software, considering long-term impact, equity, and feedback collection regarding software. He highlighted challenges of software becoming outdated over time and the necessity of a committee to manage the inventory of key software.

Discussions also covered existing systems for contracts but a lack of a holistic system for technology discovery, selection, and procurement. The need for a central location for software information, assessing relevance, and challenges with extracting data and maintaining accuracy in software inventories were mentioned.

The goal is to create a comprehensive system accessible to everyone involved, displaying software details, expiration dates, and procedures to request licenses. The aim is to finalize a technology plan by the semester's end, incorporating ideas and feedback into a detailed plan for the following semester.

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Agenda Item	Presenter	Time (min)	Notes
Introduction and Welcome	Anniqua Rana	15	

<b>Spring 2024 Meeting Structure</b>	Anniqua, Nada and Allison	15	<p>Meetings</p> <ul style="list-style-type: none"> <li>• First Wednesdays</li> <li>• 1.15 pm - 2 pm</li> <li>• Right after DEAC</li> </ul> <p>Agendas will be structured to accommodate for the DEAC overlap (when needed)</p>
<p><b>Technology Resources for Students</b></p> <p>Technology <a href="#">information for students</a></p>	Anniqua	20	<p>Action item:</p> <p>Request all labs to include relevant information on the website:</p> <p>Then a directory of the division pages will be posed where? Virtual Campus?</p> <p><a href="https://canadacollege.edu/technologycommittee/techresourcesstudents.php">https://canadacollege.edu/technologycommittee/techresourcesstudents.php</a></p> <p>Tech Committee will remind divisions to update pages each semester</p> <p>Example: <a href="#">CSM Lab List</a></p> <p>Present to PBC in December</p>
<p><b>Strategic Planning Taskforce</b></p> <p>Allison, Anniqua, Nada, Yoseph, Chris</p> <p>Partial draft in Nov or December</p>	All	5	<p>Please post your <b>responses on this document</b>.</p>

TOPICS for next meeting 12/13//2023

- Strategic Planning
- Building 13 updates

For more information, please visit the [Cañada College Technology Committee website](#).

2nd Wednesdays, 12:30 -2: 00 pm 13-337

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