HARTNELLCOLLEGE

Technology Learning Support Council
Minutes
Friday, November 17, 2023 at 1:00 p.m./ via Zoom and E112

MEMBERS	Constituent Group	Present	Absent
1. Chelsy Pham	Co-Chair	X	
2. Carol Hobson	Co-Chair	X	
3. Stephen Otero	Co-Chair	X	
4. Kai Wong	Director of IT	X	
5. Maria Ceja	Director/Admin		
6. Marina Martinez	Director	X	
7. Carla Johnson	Director/Admin		
8. Clint Cowden	Dean	X	
9. Deborah Stephens	Faculty, Library	X	
10. Elizabeth Morales	Faculty	X	
11. Nancy Wheat	Faculty	X	
12. Ana Valles	Staff		
13. Cecilia Isabel Vazquez	Staff		
14. Seaneen Sullinger	Faculty		
15. Guy Hanna	Dean	X	
16. Paul Chen	Staff		
17. Jessica Tovar	Director		
18. Arturo Renteria	Student		
19. Javier Lerma	Student		
20. Yenifer Jose	Student		
21. David Cryan	Student		

Guests: N/A

1. **Call Meeting to Order**
   1:03 p.m.

2. **Approval of Agenda**
   N/A

3. **Approval of Minutes**
   September Minutes: Motioned by Carol Hobson, 2nd by Clint Cowden; Passed
   October Minutes: Motioned by Carol Hobson, 2nd by Marina Martinez; Passed

4. **Agenda Items**
   a. **Website Redesign Presentation**

   Dr. Pham presented an overview of the website redesign project that the team had been

working on for a year. The first phase was a discovery phase, where a mix of people from Guided Pathways came together with Mackey Labs to receive feedback on the website design through surveys from students, faculty, and staff. She showed the current mock layout of the website, emphasizing that the content was still open to changes based on feedback from staff and students.

Dr. Pham presented a revamp of the Meta Major page, which includes color coding the majors for easier identification by students and offering a more detailed view of each discipline. The council also discussed the creation of a consistent new flow for the website, the need for clear definitions of terms, and the development of a sandbox for testing. The council also shared their plans to redo the Apply to Hartnell page, aiming for greater accessibility and user-friendliness. Lastly, they encouraged feedback and comments on the designs and elements presented.

Dr. Pham discussed the website redesign team and project, and she mentioned the need for organization among the numerous authors. She also clarified that the redesign would involve a reskinning of the existing site with new Meta Major pages and homepages. Deborah volunteered to join the website redesign workgroup to provide faculty representation.

b. **Review AP/BP 3720 - Computer Use**

Board Policy (BP) is usually the overall information, where AP is where the details are located. Dr. Pham emphasized the need to modernize the school's computer, electronic communication and network use policies, specifically the email policy. The new policy includes guidelines for student email accounts, stipulating that they will be issued upon application to the college and will be deactivated, not deleted, after non-enrollment for two consecutive academic terms; however, after six years of non-enrollment, then the email account will be deleted. Carol assisted with the editing of the policy through comments.

Dr. Pham plans on cleaning up the email accounts of students that no longer attend Hartnell college along with creating life cycles to prevent security risks. She discussed the issue of dormant accounts and the lack of a written policy on email access after voluntary separation. She proposed that an employee who voluntarily separates will have access to their emails for 60 days after separation, and their file shares will be shared to their dean or director. After this period, the email accounts will be suspended for 36 months and then deleted. She also clarified that employees separated involuntarily will have their emails immediately suspended and deleted after 36 months. Dr. Pham also mentioned the topic of emeritus emails and suggested the policy might change when they move to Microsoft. Carol agreed with Dr. Pham's proposals.

c. **Review of Council Handbook**

Dr. Pham presented the Council Handbook for review and discussed the responsibilities of the council, including the development and recommendation of policies related to technology, cybersecurity, and learning. The council discussed the workflow for technology requests and the need for a vetting process. The next steps include finalizing

the workflow plan and establishing the work groups. There will be three workgroups established: Access to Accessibility, Technology Survey, and Google to Microsoft Migration.

    d. Next Steps Workgroup

    Dr. Pham will send another reminder out for signups to the workgroups, and she hopes to establish the workgroups by the first week of December with the first meetings in February.

5. **Closing Comments/Adjournment**
   The meeting adjourned at 1:30 p.m.

   NEXT MEETING(S)
   - **Friday, September 20, 2024 / 1:00 - 3:00 pm / Zoom**