

**Technology Learning Support Council**

**Minutes**

**Friday, September 20, 2024 at 1:00 p.m./ via Zoom**

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| **MEMBERS** | **Constituent Group**  | **Present** | **Absent** |
| 1. Chelsy Pham
 | Co-Chair | X |  |
| 1. Carol Hobson
 | Co-Chair | X |  |
| 1. Stephen Otero
 | Co-Chair | X |  |
| 1. Paul Chen
 | Staff | X |  |
| 1. Maria Ceja
 | Director/Admin | x |  |
| 1. Marina Martinez
 | Director | X |  |
| 1. Carla Johnson
 | Director/Admin | X |  |
| 1. Dr. Guy Hanna
 | Dean |  | X |
| 1. Deborah Stephens
 | Faculty, Library |  | X |
| 1. Elizabeth Morales
 | Faculty | X |  |
| 1. Nancy Wheat
 | Faculty | X |  |
| 1. Cecilia Isabel Vazquez
 | Staff |  | X |
| 1. Jessica Tovar
 | Director | X |  |
| 1. Christopher Rodriguez
 | Student | X |  |
| 1. Bridget Rodriguez
 | Student |  | X |

**Guests**: Katie Holt, IT Project Facilitator

1. **Call Meeting to Order**

 1:02 p.m.

1. **Approval of Agenda**

Motioned by Carol Hobson, 2nd by Elizabeth Morales; Passed

1. **Approval of Minutes**

November 2023 Minutes: Motioned by Carol Hobson, 2nd by Nancy Wheat; Passed

1. **Agenda Items**
	1. **Discuss November and December Meetings**

Dr. Pham presented the dates for the upcoming November and December Tech Council Meetings and discussed the possibility of changing the dates due to finals or holiday conflicts or canceling the meetings altogether. The meeting scheduled for November 15 is confirmed and will proceed as planned. However, the meeting set for December 20 will be canceled.

Motioned by Carol Hobson, 2nd by Nancy Wheat; Passed

* 1. **Gmail to Outlook Presentation**

Katie Holt presented on the Gmail to Outlook Migration. Katie has been presenting to all of the different campus committees regarding the project history, the reasoning for migrating our email services, and a project timeline. Microsoft has a history of enhanced security, has the ability to scan emails for phishing attempts, and Microsoft suite has various collaboration features. Dr. Pham added the student experience will vastly improve with the migration. Dr. Hobson wants to switch to Outlook before the students do and be able to assist them with any questions that may arise. Faculty and staff will be provided training to learn the functionalities that Outlook has to offer.

* 1. **Meeting Modality**

 Dr. Pham discussed what meeting modality was best for the group. Historically in the

 past, the Tech Council has met online however we do want to provide the option of

 hybrid for those who want to meet in person. After discussion, the group opted for

 hybrid meetings. Motioned by Carla Johnson, 2nd by Ana Gonzalez; Passed

* 1. **Hartnell College Council’s Goals for the Tech Council**

The three goals that have been established for this council are:

•Develop a repository for tools and information on Accessibility (Web, PDFs, Canvas, ppt, etc).

• Develop the annual technology survey for staff and students

• Our third item is a working group supporting the communication and training for the Google to Microsoft Migration

Dr. Pham discussed the first goal, accessibility. Dr. Pham and Katie have been in touch with the Accessibility Center and we will be signing up for the maturity model once it becomes available. This will allow the accessibility team to come on-site and discuss accessibility from a broader perspective. There’s also a universal design learning component which is not only about accessibility but also having an open way of learning. This will allow for an open campus where anyone who doesn’t feel comfortable with the different modalities of learning.

The second goal is to develop an annual tech survey for staff and students. Dean Cowden was the lead on the survey before his departure, therefore, we need a new lead to work with Institutional Research and a work group to develop the survey. A research company will be utilized to develop templates and the work group will review the templates.

The third goal is a working group to support the communication and training for the Google to Microsoft migration. This group is already established however we are open to expanding the group.

* 1. **Update on Website Redesign**

Dr. Pham discussed the website redesign project and the redoing of the student services webpages. Next in line are the academic affairs webpages, Meta Majors webpages, and program maps. The next phase thereafter will be creating the intranet. If anyone is interested that project should kick off within the next couple of months.

* 1. **Tech Trainings**

Dr. Pham discussed Katie has been conducting the trainings for the last couple of years. A new learning and innovation technologist has been hired and we are interested in hearing what staff and faculty are interested in learning about that we can present to the college community.

* 1. **Workgroups**

Dr. Pham discussed the three workgroups, AWS, AI, and Gmail to Microsoft Migration. A survey will be sent out to determine which workgroup each member would be interested in participating in. If desired, committee members can join multiple workgroups. The newest workgroup is the AWS App Stream workgroup.

The AWS workgroup will work with AWS consultants to hear feedback from faculty, staff, and students regarding the challenges they are facing and what improvements can be made. This will help bridge the digital divide.

Our faculty are currently 50/50 on AI. Guidelines need to be put into place for the faculty that want to use AI and for those that don’t. Dr. Pham mentioned having another AI subcommittee group for students. Some students are fearful of using AI due to the faculty’s perception of it. The AI group will be open to the campus community to join.

* 1. **Staff Directory**

Dr. Pham discussed that a staff directory has been in very high demand since the ransomware attack. The plan is to publish the staff directory on the intranet. Stephen Otero stated the staff directory is available on computers that have been updated and are on the server. The staff directory is current and updated when staff leave Hartnell. Staff directories can also be found using the telephones at our desk. These features can also be used on your phones for your convenience.

* 1. **Policies**

Dr. Pham discussed the Hartnell College Council and also asked our Tech Council to

review policies and create new policies. Once the new policies have been created, we

will submit the policies to the HCC for review. Keeping policies up to date is also a part of the accreditation process. Dr. Pham provided the group with a list of policies the Tech Council will review during this fall term. Due to the short time we have, only two policies will be able to be reviewed. Dr. Pham will send out a survey to determine which policy each council member wants to review. Distance education is one of the top policy reviews that needs to be addressed.

1. **Closing Comments/Adjournment**

The meeting adjourned at 2:00 p.m.

**NEXT MEETING(S)**

* **Friday, November 15, 2024 / 1:00 - 3:00 pm / Zoom and E-112**