

Technology Committee Meeting Notes

August 22, 2023 (agenda)

*approved for posting 9/19/23

Attendees:

Daniel O’Leary, Ellen Rayz, Michele Alaniz, Ken Lin, Nick Wang, Jerry Wu, Alex Hosmer, Dayamudra, JR Hall, Cherisa Yarkin, Sheila Pontanares, Monika Liu, David Yee, Jennifer Kienzle, Allen Lin, Cynthia Dewar, Joe Reyes, Richard Velasquez

Summary of Actions Taken and Follow Up items for This Meeting

Agenda Item	Action Taken
3. Meeting notes review	Action: Affirmed by general agreement that review/edits to meeting notes from prior meeting will be a standard agenda item, after which those meeting notes will be posted on Committee website.
4. Committee Objectives	Proposed revisions in progress, plan is to finalize at September meeting.
5. Technology Plan reflection introduction	Members invited to review and contribute if they know of projects underway not already noted. DRAFT CCSF TechnologyPlan2021-2025 ReflectionFall2023.docx
8. Technology Ad Hoc group addressing ChatGPT and other web-based AI tools	Dayamudra graciously agreed to invite English and the Library to collaborate on a presentation at the October meeting
9. Technology Acquisition Process - Rubric	Technology Purchase Rubric (office.com) ----- Members encouraged to try it out and provide feedback. We will collect feedback to be incorporated and draft will be updated. Will be on September Technology Committee agenda as action item.

Meeting Notes

No	Item	Notes
1	Welcome and housekeeping	<ul style="list-style-type: none">- Meeting agenda and notes for 2023-2024 are in new folder- Meetings will be on 3rd Tuesday of each month to allow for attendance of Budget Committee which meets 4th Tuesdays.- Chair to update Zoom link on the PGC calendar- No membership updates.

2	Agenda Review	Additional topics? None.
3.	Meeting notes review (action item)	<p>(May meeting notes)</p> <p>Proposal: Review of meeting notes from prior meeting will be a standing agenda item to provide consistency across PGC Standing Committees and an affirmed record of discussions and actions taken.</p> <p>Discussion: Provides a chance for members to assure accuracy and completeness.</p> <p>Action: Affirmed by general agreement</p>
4.	Committee Objectives (action item)	<p>Action: Review and consider updating Technology Committee Objectives for 2023-2024</p> <p>Discussion:</p> <p>1st & 3rd objectives, there's been a lot of progress, flow chart is almost ready, rubric developed, but not complete yet.</p> <ul style="list-style-type: none"> - materials are clear, include important considerations. - let's keep 1st objective. We are almost there, but need to shop it around, update the website. - Do we want to call out specifically that these documents are shopped around to the various committees and constituencies? <p>We need to bring to PGC and Academic Senate, as well as other constituencies, get feed back and clarifications.</p> <p>Idea is to maintain clarity and transparency about technology acquisition.</p> <p>Proposed revisions:</p> <ul style="list-style-type: none"> -Solicit and incorporate feedback,, recommend, and implement a criteria document and decision flowchart for selection of technology based on accessibility, privacy, compatibility with existing systems, cost, training, sustainability, longevity, etc. - maintain and publicize an annual calendar of standardized technology maintenance across the College - [revisit objective 3 at Sept Technology Committee meeting] - document "standard technology" for hardware, software licenses for products and devices used across the College for employees and students to assure compatibility to the extent possible.
5.	Technology Plan reflection introduction (information item)	<p>DRAFT CCSF TechnologyPlan2021-2025 ReflectionFall2023.docx</p> <p>Reviewed the document, looked at the status and notes columns.</p> <p>Members invited to review and contribute if they know of projects underway not already noted.</p>
6.	Monthly User Groups Reports (information items)	<p>Banner – Ellen. There were a couple updates during the summer.</p> <p>Without Oculus support, updates will be less frequent, but more substantial each time as they will be cumulative.</p>

Registration Platform RFP – Ellen. Committee being formulated, co-chairs Ellen, Monika, seeking faculty co-chair to help lead. Will be expanded to more participants and vendors (3 more added to the list, hoping for more bids). Working with Student Activities to get more students involved. Will start meeting again in September.

General Student Affairs – Monika. Over the summer, new release of CCC Apply, includes additional filter to find fraudulent application. Also added questions about student parents. Both are for credit student applications. Also working on Free City debt program, which will cover some students outstanding fees. A&R working with the Bursars office on the list, working with ITS to pull student contact information, will communicate once the students' account is paid off enabling them to register.

General IT – JR. ITS is busy with beginning of semester activities.

Equipment was purchased, 2 labs have been updated, when personnel available will continue to the remaining 14 labs covered.

Sheila – registration platform College Schedule Portal, authorization code removed replaced with class-add request, portal shows waitlist position of students.

Q: When you talk about lab upgrades, what are they?

A: Replacement of computers and general peripherals (not specialized items e.g., microscopes not included).

Ellen - Need to renew contract to lease fiber from City will be paid by bond.

Library & Learning Resources – Michele. Librarians have been helping students identify and find textbooks, loaning laptops and hotspots,

		<p>trouble-shooting hotspots. Have begun new student printing process, no questions so it seems to be going well.</p> <p>Received a number of Konika Minolta printers, will be installed at various locations, will reduce number of individual printers.</p> <p>OLET – Jen - OLET Reports 23-24.docx (sharepoint.com)</p> <p>Simple Syllabus implementation. Training has occurred broadly. Overview provided of syllabus template. Comments on length of syllabus (14 pages) and suggestion for wording about dates.</p> <p>Next meeting will share results from Canvas experience survey. Starting training of faculty who have not previously taught on line. Completed Zoom cloud deletions project. CBC Coursefinder – still ongoing, not live yet. During Fall 2023, OLET will be working with Academic Senate committees to create ongoing review process for technology tools.</p> <p>Facilities – need to update maps, Reference Desk fields inquiries from students. A lot has changed within Rosenberg as well as across campus. Direct students to the MyCCSF app?</p>
7.	<p>Work Groups Updates (information items)</p>	<p>Google Workspaces – Ellen; calculated storage size based on FTES. Through efforts have reduced storage to size that is compliant with the new limits.</p> <p>Computer Lab Workgroup – Cynthia. Workgroup will meet in Sept. Agendized for Tech Committee September meeting.</p> <p>IPQS Ad Hoc Working Group – Monika; early spring/summer had all proceses and workflow finalized and approved by Chancellor’s office to identify potential fraudulent accounts, notify, give 5 days to come to A&R, Financial Aid, to prove identity. With proof, hold is cleared.</p>

		<p>Otherwise, those accounts are dropped from classes enrolled in, and waitlists. Applied process in Summer, further improvements incorporated for fall. Feedback from instructors has been mostly positive. Reporting to CCCCO monthly on fraudulent accounts. Continuing to monitor the process.</p> <p>Q: communications? A: removals are not actual students, they are fraudulent accounts.</p> <p>Workgroups membership</p> <p>PGC is creating a joint process for recruiting members.</p> <p>Workgroups for 2022-23</p>
8.	<p>Technology Ad Hoc group addressing ChatGPT and other web-based AI tools (discussion item)</p>	<p>Alex - We have not organized meetings around ChatGPT. However, we will start seeing products with AI getting added in. Concern is faculty, students, interaction around assessment. Issues in the classroom. Dayamudra has done a lot of work. Need to bring equity into the conversation, interest in AI literacy, for students and faculty. Suggest joining forces with Library, Equity Office, BEMA, looking at AI literacy through an equity lens.</p> <p>Resources, conversations are continuing around campus. Academic Senate president has shared information about AI, some departments are having rich conversations.</p> <p>Dayamudra has created a resource guide. She graciously offered to reach out to English, invite the Library to collaborate on a presentation to Technology Committee October meeting,</p>
9.	<p>Technology Acquisition Process - Rubric (information item)</p>	<p>Members discussed and endorsed. Present Technology Acquisition Process Flow Chart to PGC in May 2023. Now working to finalize Technology Purchase Rubric (office.com)</p> <p>-----</p> <p>Members encouraged to try it out and provide feedback. We will collect feedback to be incorporated and draft will be updated. Will be on September Technology Committee agenda as action item.</p>
10.	<p>Enterprise Printing for employees (information item)</p>	<p>JR – in the future we will need to change the system we are using, but we have not started that yet.</p>

11.	Fog Sites (information item)	Conversation this week – looking at Fog server, faculty sites as well as other kinds of sites. Looking at how to scale down, offer options to move content. Some content won't be able to be moved, exploring options. Also working on finding out who needs to be contacted with regard to patches and updates. 80% of website owners are retirees, lack timely manner for communicating with them. Aim to avoid interrupting instruction. Also looking to reach out to the 1300 current content managers, hope to reduce the list.
12.	Student email migration to O365 (information item)	Ellen - Initiative has not gained momentum to continue to pursue this option. Daniel – this topic came up when we were having difficulties with Google Drive, MS had a generous offer of 1TB, but paid. Many students come in with Google Docs experience. MS more used in business, but no compelling reason to require students to make the change in platform. Would like to avoid any further disappointments with Google. It would be a big lift for faculty, have to do a lot of academic content. MS only offering up to 75k accounts, we have more than that. Will take off the agenda for the time being. Google recalculation happens in January, Committee will revisit then.
13*	Employees email maintenance and retention practice directive (information item)	email policy: ITS email practice directive 04122023.docx ----- Ellen – we have student directive, but have not talked about employees. Revisit at the September meeting, in the meantime members invited to provide feedback. (Expired link to be updated)
14	Student Registration RFP (information item)	** See notes in the Workgroup Reports section
15	Other items?	Anything to report to PGC? (No suggestions)
16	Items for future meetings	<ol style="list-style-type: none"> 1. Following AP 2.07 update (Fall 2023 /Spring 2024): <ol style="list-style-type: none"> (a) Committee Description review and update TC Purpose and Description.pdf Draft: TC Purpose and Description Action: Recommend updated Committee description to PGC) (b) Develop recommendations for improving effectiveness of Technology Committee updates. IDEA: written reports along the lines of General-Office of Online Learning and Educational Technology- or PPT slides

