Technology Development Council Minutes
October 28 2020 3:00 – 5:00, Online

Members

Name	Representing	Present	Absent
Dave Phillips	Administration (P) – VP of ITR (Chair)	X	
Mostafa Ghous	Administration (P) - Dean of South County Educational Services		X
Carla Johnson	Administration (P) - Dean of Student Affairs	X	
Bala Kappagantula	Administration (P) – Director of ITR	X	
Matthew Trengove	Administration - Director of Institutional Research	X	
Deborah Stephens	Academic Senate – Faculty, Librarian (Co-Chair)	X	
Diane Harley	Academic Senate – Faculty, ESL/English	X	
Elizabeth Morales	Academic Senate – Faculty, Computer Lab	X	
Nicholas Pasquale	Academic Senate – Faculty, Math	X	
Daniel Orta	Associated Students of Hartnell College	X	
David Orta	Associated Students of Hartnell College	X	
Jessica Green	CSEA - Curriculum and Scheduling Specialist	X	
Stephen Otero	CSEA - Technology Specialist	X	
David Techaira	Classified Manager - Accounting Manager	X	
Laura Otero	Guest	X	

Call to Order & Introductions

Approve agenda – approved

Minutes from Sept. 23, 2020 approved

HARTNELL COLLEGE VISION STATEMENT

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

HARTNELL COLLEGE MISSION STATEMENT

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

Information / Discussion / Presentations

1. LTI approval process

       a. Check-list for approval – Laura mentioned she had a prior process – from Penn State – to determine whether the LTI would be approved or not. Perhaps it does not need to come through the TDC? Rubric was posted on the website. We also made our own rubric – but did not get follow-through.

       LTI's are program integrations that plug into Canvas. Concerns are data sharing, PII sharing, accessibility, etc. Some LTI's require your administrative key which has another set of issues. Laura will bring the rubric to the next council meeting for discussion and approval. The rubric would be used for approval, but an appeal can be made for further review.

       b. Outstanding requests

              i. Electudes –Pete Escoto

              ii. Google drive – Rhea Mendoza

              iii. EBSCO – Deborah Stephens

2. Naming of upgraded platform:

Carla would like to name the self-service module in Colleague which contains the student planner, student finance options, financial aid information etc. This system will replace the PAWS system which is end-of-life. PAWS stands for Panther Automated Web System. What do our student's think? If we rename it, we have lots of marketing materials to change. Daniel O. said it makes sense to keep it the same name. Can we get rid of the periods between the letters? Paws^2 or PAWS^2. Never mind the squared idea – but thanks Matt!

Faculty grading / add authorization is still not available in self-service – coming soon. Soft launch with both systems available for some time and then based on feedback WebAdvisor will be discontinued.

If there is overlap, the same name could be confusing. Perhaps we start with Paws 2.0 and then eventually remove the 2.0? Or call it PAWS self-service now and drop the self-service later? Motion to approve? Nick moved, Matt seconded. Motion carries. PAWS Self-Service will be the new temporary moniker until the old PAWS goes away and then it will just slowly become PAWS again.

Consensus was "Student Planner Self-Service" – Carla Johnson

3. Exam proctoring: are there alternatives to Proctorio? Looking to do a demo of HonorLock and others. Proctorio was in the news lately regarding suing instructors for posting bad reviews. Faculty do not like the privacy implications or the fact that the student's computer is "taken over" by the software to prevent cheating.

Do we want to get an opinion from Academic Senate on whether we want to use this type of software? Funding? CO is no longer supporting NetTutor, Cranium Café, and a couple of others. Can we use CARES act funding? Yes – for the first year. Dave will set up demos, Nick to reach out to AS. Are their alternatives to this type of process? Should we look again at what assessment needs to look like? Perhaps ask the DEC as well. Student Success and Equity as well?

4. Technology Master Plan – Volunteers were solicited for work on the Technology Master Plan. The following people volunteered and a doodle poll will be sent out to set up one of the two meetings this semester.

Liz Morales, Cheryl O'Donnell, Daniel Orta, David Orta, Laura Otero, Steve Otero, Carla Johnson, Deborah Stephen, David Techaira

Area Reports / Requests / Questions

1. Students – hotspots are helpful, but slow down during the day. We can troubleshoot with Daniel O. to find out what the issues are. Equipment request form: https://wapp1.hartnell.edu/equipment Diane will send ESL video on how to use the hotspots to Laura. Maria De Leon can help with ESL students through the SVAEC. Kathleen S. did the handout. Adrian Lopez-Romero created the video. Hotspot instructions in Spanish Instrucciones para usar el dispositivo de Hotspot (Internet móvil)https://youtu.be/t5Uf1fNEaNc

2. Faculty –
    a. Information/knowledge on ergonomics – faculty/staff don't have comfortable workstations at home. Contact HR for ergonomic issues at home.
    b. Curriculum – meta-major pathways website (Program Mapper) – who is going to maintain the data in the website. Part of the contract is the funds to maintain the currency on the data. 25K/year funding/year for maintenance. There is some concern regarding starting the clock on the contract until we have the maps. It is a six month implementation and we are waiting for a project lead and mapping. Dave to bring the issue to Cabinet. Money is there from HIS, but we have no momentum.
    c. Questions about Email distribution lists – Dave will present at next meeting to show settings options for the email lists.
3. Staff – nothing to report

4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services) –
   a. tudent Affairs – SARS Anywhere upgrade. Web based, appt. through the web, includes early alert. Also includes chat and texting features. New orientation system working well – working on new probation workshops which will also upload automatically. Chatbot is up and running – Title IX is still missing. Kind of like Siri.
   b. Admin services – working on testing Web Time Entry. 1st group is BO and IT offices. Have been working on Adobe Sign implementation – almost there – BO is almost fully implemented. Looking to email pay stubs instead of printing them.

5. Subcommittee Reports
   a. Online Services Committee
      1st meeting last week – catching up from spring. Conflict with meeting dates from DEC. Right now it is the third Tuesday of the month. Bala will work with Lucy to find a different meeting day.
   b. Data Analytics and Reporting – have not met, no meetings scheduling. Would like to schedule a meeting regarding FTES calculation corrections. Matt calculated enrollments from PROD and EDS and saw some differences – will report to the group.
   c. Advisory Research Group Matthew Trengove – going well, two meetings since fall semester start. Working on PPA tools for 20-21 academic year. Upcoming meetings will discuss annual metrics for the yearly planning.

Announcements - Remember the emergency help line 755-6789, press 1 for emergency

Adjournment – next meeting agreed for November 18th 3-5 due to Thanksgiving holiday.

Adjourned at 5:03 PM

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