



**HARTNELL COLLEGE**

**Technology Development Council Minutes  
April 28, 2021 3:00 – 5:00, Online**

**Members**

<b>Name</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Dave Phillips	Administration (P) – VP of ITR (Chair)	X	
Sharon Albert	Administration (P) - Assistant Dean of Career Technical Education and Workforce Development	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
Carol Hobson	Distance Education Coordinator	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	

**Guests**

None

**Agenda**

Call to Order & Introductions – Carol Hobson is a new member of the committee, representing DE

Call for Approval of Agenda - approved

Call for Approval of Minutes from February 3, 2021– One correction to the spelling of participant names.

Information / Discussion / Presentations

1. 3D modeling of computer networking project – David Orta
  - a. Interested in gamification of computer science instruction. Creating 3D models of networking to create interest and excitement around computer modeling. Shared a video of his latest project, members asked questions about tools used. Hopes that college or individual students will be able to make use of the models developed. He’s looking for feedback/support for finding a way to contribute models to Hartnell. Dave invited him to bring the completed models back.

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2. Gather platform – Miguel-Angel Manrique
  - a. A simulation of the real world. Pick an avatar to represent yourself. Created a virtual classroom, can move from one table to the next; only individuals at that table can hear the instructor and others at the table. Can use Google account, e.g. Hartnell email account. Virtual whiteboards, games to play with friends if they're also on. Auditorium to present to large audiences. Customizable environment, can integrate Google docs, webpages, Zoom links, etc. \$2/user/month for educational institutions, unlimited time in world. Tried to use it for a class, but not everyone was able to access the site depending on their device. Zoom is better for video conferencing, but Gather may be better for social interaction. Math Academy faculty Johnny is interested in using it. Dave suggested it might be good for workshops, may be eligible for CARES funding. Free for 25 users or fewer. ASHC might be interested to integrate with their Discord. Sharon mentioned that it could be useful for fairs where sponsors have booths. David Orta invited Miguel-Angel to present to ASHC leadership; they may be able to fund a small pilot.
3. Clockwork – Michelle Peters
  - a. All DSPS offices produce accommodations letters – most visible service provided, but also a lot of other documentation to maintain. Current software supports some needs, but has limitations, so looking at what else is available, and what others are using. CCCs have distinct requirements from other systems. Web-based system (hosted by vendor) provided to meet all DSPS and Title 5 requirements. Has different portals – staff portal provides all needed communication/ documentation, customizable. Student portal – students log in with authentication, start registration process with DSPS, submit letters/documents, schedule own tests for proctoring, all forms are electronic instead of printed like previous. Faculty portal – secure login, accommodation letters are tracked, can upload exams and receive them through portal. Several other colleges already using. 5 years track record, vendor is supportive, has an online users community. Section 508 compliant. Current student letters are not accessible, this will generate accessible pdfs. Fold in inventory tracking, hardware and software licenses. Follows industry standards on security. Within DSPS staff portal, staff get alert when student submits request for exam proctoring. Dave asked about integration with Colleague. Michelle verified that updates can be automated. Currently DSPS office runs the extract and imports it into SAM. This will be an on-going cost, but costs are comparable to current. Have carry-over money to fund implementation. Also has a note-taker database where students can select a note-taker in their class. There will be a plan to prepare instructors for the change.
4. PDC Report – Dave Phillips
  - a. New product – Cornerstone system to house all professional development courses. Had to abandon project in fall, but trying again. Will be able to bring in Keenan and other courses. Projected go-live is August.
5. Technology Master Plan – Dave Phillips
  - a. Dave is updating, will have a draft by fall
6. TDC effectiveness survey – Dave Phillips
  - a. Council is faculty-heavy, added additional classified staff members, has good student participation. Providing agenda and minutes in a timely fashion has improved. Should meetings be recorded? Consensus is no. Need to do better job on follow-up; Dave was bringing issues back to share resolution, try to get back to that. Need for training related to governance activities identified. Identified need for additional information to make informed decision – we

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have a rubric to make decisions regarding LTIs in Canvas. Do we need an additional rubric? Is there too much input from IT people influencing council decisions?

Carol suggested the Universal Design Online Content Inspection Tool, or *UDOIT*, which has a free version, for accessibility instead of Ally, which was approved but never implemented.

Bala requested consideration of IT impacts when evaluating products. Does the current product contain a solution to the problem?

Dave expressed concern about the proposed college re-design eliminating the TDC

7. Next meeting date – Dave Phillips
  - a. May meeting to rescheduled 5/19/21

#### Area Reports / Requests / Questions

1. Students – none
2. Faculty
  - a. Deborah – Is it possible to make COVID banner permanently dismissible? The answer seems to be no.
3. Staff – none
4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services)
  - a. Carla – SARS early alert in implementation, will present at convocation, set up pilot for fall? SARS messaging will move forward so students will get a text reminder of counseling appointments. Transition to self-serve PAWS, incoming students are confused by having 2 links, would like to transition fully soon. Collecting education plan and counseling contacts for reporting. New orientation video with Dr. Jalomo. Program Mapper will be presented to staff, students, and faculty soon. Mapper page - working with Scott to give students holistic views of what the map is. Potential to add meta-majors to CCC Apply - a group will be convening to discuss how undecided student could select a meta-major instead of specific major. Dave – nowhere in Colleague to put a meta-major, won't qualify students for financial aid, but Carla says Sierra College has worked it out. Dave – default program associated with a meta-major. Bala asked to have him and James involved in discussion on meta-major webpages. Data is reported at program level, not meta-major.

#### Subcommittee Reports

1. Online Services Committee
  - a. Bala Kappagantula – April 5 meeting – update on website changes, Google search change, if there's no landing page on webpage, e.g. Bookstore, athletics, not showing up in search results. IT is creating pages for them. Meta-majors website changes. Page translation icon will be made more prominent.
2. Data Analytics and Reporting Team – no update
3. Advisory Research Group – no update

#### Announcements

Bala – Core team is working on migration of Web Advisor to self-service

**Next Meeting: May 19, 2021.**

#### Adjournment

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