



HARTNELL COLLEGE

**Technology Development Council Minutes  
March 17, 2021 3:00 – 5:00, Online**

Members

Name	Representing	Present	Absent
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
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

Laura Otero (Instructional Technologist)

AGENDA

Call to Order & Introductions

Call for Approval of Agenda - approved

Call for Approval of Minutes from February 3, 2021– Two corrections in regards to Participants names.

Information / Discussion / Presentations

1. LMS Report – Laura Otero

Instructure has changed the process for faculty to extend the course in Canvas. A video tutorial will be created and distributed among faculty. Key changes include:

- a. 1. No need to use override button
- b. 2. Faculty can now extend the overall course date

Question: (Diane) Is this different from what faculty are used to currently?

Laura presented a demo of the new process.

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2. TDC Survey: (Deborah) Link to the survey on effectiveness of the council is shared with the members. Everyone is encouraged to take it. Results will be reviewed at a future meeting.

#### Area Reports / Requests / Questions

1. Students

- a. (David Orta) Association of Students Hartnell College (ASHC) is experiencing technical mishaps with respect to communication. Would like to request a Canvas shell for better communication and planning among the ASHC officers. Email exchange among officers is not working out, recently few approved items were not sent out to students like free amazon membership. ASHC can benefit by using canvas shell for internal communication. Augustine (Director for Student life) has approved this request.

(Laura): Can Augustine put this request in writing for approval? Shell can be created and training provided to the members.

(Deborah): Can ASHC use Discord for effective communication?

(David Orta): We tried it but did not work for us.

2. Faculty

- a. (Elizabeth Morales): Is MS Office 2019 ready for Fall 2021?

(Bala): Yes ITR is working on making MS Office 2019 available in virtual desktops for Fall. Will keep faculty and students posted when completed.

3. Staff

No area report

4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services)

- a. (Carla): As mentioned earlier, SARS Anywhere is going great. New feature we are exploring is Texting for sending our appointment reminders. Working with vendors for texting medium. Any help with bids or RFP?

(David T): Based on the dollar threshold, less than 20K no bids are required but 2 quotes are enough, between 20 and 90K 3 bids are required. Amounts greater than 96K, RFP is required.

- b. (David T): Currently our office is working on the following two IT projects:

- i. Web Time entry
- ii. Electronic pay stubs

- c. (Sharon Albert): MyPath service offered through CC Tech Center, can Hartnell use this service?

(Carla): Our office has used this in transfer center. It has been effective.

(Sharon): I will reach out to different areas like A&R, Student Success etc. and work on launching MyPath.

#### Subcommittee Reports

1. Online Services Committee

Bala Kappagantula – OSC met earlier March. Resources for website editors are available at hartnell.edu/web. Web Services and Communications and Marketing are working together with College Redesign group on Meta Majors and Guided Pathways projects

(Diane): Thanks to Web Services, ESL website is updated and it looks good. The website can be translated using Google Translate icon which is at the top of each webpage. Can that be made more noticeable and clear, so visitors are aware of this feature?

2. Data Analytics and Reporting Team

No update.

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3. Advisory Research Group

Presented and discussed the Student Success & Equity Dashboard.

Results from completion and course level metrics suggest that we're doing well on addressing equity.

- a. Most of the inequities outlined over the past year impact male & female students which suggests that results are affected by student withdrawals.

Announcements

Next Meeting: April 28, 2021.

Adjournment

DRAFT

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