

Agenda
RCC Technology Resource Committee (TRC)
April 8th, 2021
12:50pm-1:50pm

In attendance: Gabriel Rivera, Christopher Blackmore, Patrick Scullin, Stephen Ashby, Skip Berry, Terry Welker, Jodi Mowrey, Jill Smithen, Stacie Eldridge, Lisa Contreras, Bill Menges, James Mitchell, Leo Truttmann, Cheyenne Martin-Corbett

Start time: 12:51 PM

End time: 1:50 PM

I. Approve agenda/minutes from March 11, 2021 meeting

- a. Agenda
 - 1. Skip moved to approve; Gabriel seconded
 - 2. No abstentions or dissentions
- b. Minutes
 - 1. Gabriel moved to approve; Jodi seconded
 - 2. No abstentions or dissentions
 - 3. Jodi's name was misspelled; corrections made

II. Faculty Chair report of activity (Patrick Scullin)

- a. Ties into new business
- b. Patrick has met with a few committees, including RDAS
 - 1. Discussion included using CARES/HEERF funds
 - 2. AVC Blackmore invited to provide clarification on these matters

III. Co-Chair report of activity (Gabriel Rivera)

- a. AVC Blackmore invited to address infrastructure and its importance to our group
 - 1. RDAS requested TRC discuss and understand the importance of the current infrastructure tech plan to our initiatives, such as mobile computing and HyFlex classrooms

IV. New Business

a. Infrastructure and System Request – AVC Christopher Blackmore

- 1. See RCCD IT Infrastructure & Systems – Funding Needs spreadsheet
 - This was compiled by RCCD IT
 - Includes items for each campus and district
 - Meant to identify item requests that may qualify for CARES or HEERF funding in order to ensure the college is able to continue to
 - Structured by priority
 - Behind-the-scenes
 - Gabriel: Is this list already prioritized from the district ITLS point of view?
 - a. Blackmore: Yes. This was put together by Susanne Ma, but it is not absolute, as district perspective of priority may differ from that of each campus.

- Patrick: Is there anything specific at Riverside Campus that needs to be completed or updated (such as our network or infrastructure) in order for us to move forward with planned upgrades, such as the HyFlex classrooms?
 - a. Blackmore: Yes, additional routing and switching equipment needs to be added to support the coming upgrades, as the upgraded classrooms will have a much higher need for internet and other kinds of connectivity.
- Skip: A lot of the new buildings at Norco have infrastructure that supports up to 10G, but this is not the case at RCC. Is that correct?
 - a. Blackmore: Yes, that is accurate. Routing and switching systems are high priority for upgrades, as otherwise the college will not be able to support the needs of the upgraded classrooms. Currently, a lot of equipment at RCC is outdated and reaching or has passed its life expectancy. Additionally, there are cabling issues that will need to be addressed. However, that is an issue that will take more time to upgrade than is currently available before the campus re-opens. There are plans to upgrade the cabling, but due to time constraints and the sheer mass of such an undertaking, the routing and switching systems have been prioritized as a kind of work around. (To be clear, this does not mean the routing and switching systems are more or less important than cabling, or that they're only being installed to compensate since cabling cannot be upgraded yet. However, they will provide added support while waiting for the cabling to be upgraded. But these two systems/projects are meant to work in tandem to improve the campus's ability to support a more tech-heavy campus load)
- Skip (to Patrick and Gabriel): Some of these numbers do not match those presented by RDAS, as this spreadsheet and prioritization had not yet been completed, correct?
 - a. Gabriel: Yes. One of the goals of this committee is to provide advisement and comments, if needed, to this spreadsheet. Since this was compiled by the experts (such as Susanne Ma), our intention is to look at these proposed changes as they apply to the improvement of the campus.
 - b. Patrick: Yes, we want to make sure people are able to make comments and have their questions answered to ensure this move is in the best interests of our staff, faculty, and students.

b. RDAS Report: CARES / HEERF Funds

- Patrick: Has the final budget distribution been decided?

- a. Blackmore: I had hoped to have this answer, but I do not yet.
- Patrick: VP West has given the impression there is a lot of money that needs to be spent quickly.
 - a. Blackmore: There's a lot of money being given to the education sector (K-12 and colleges/universities), but this has caused a lot of delays in equipment and service delivery, because so many educational bodies are trying to order new equipment, etc. to keep up with the changing demands caused by lockdown and now possible returns to campus. This is why we want to order things very quickly, not because the money has a deadline or is going to be taken away.
- Terry: How is the funding effected by our financial/fiscal year?
 - a. Blackmore: This depends on which funding to which you're referring. The HEERF funding can be used until 2022.

c. Microsoft Teams / Working Groups

1. Tech Plan

- Leader – Gabriel
- Members – Terry, Patrick, Lisa

2. District Plan / Budget Requests

- Leader – Skip and Bill
- Members – Cheyenne, Patrick

3. Hybrid/Smart Classrooms

- Leader – Patrick and Stephen
- Members – Leo, Jodi, Lisa, James, Stacie

4. Assign Group Leaders and Members

d. HyFlex Classroom Presentation (Gabriel and Stephen)

1. Also called Hybrid or Smart Classrooms
2. Includes items such as auto-tracking cameras, audio-tracking mics, updated document cams, a screen at the back of the class (as allowed by the layout of the class) to allow instructor to interact with remote students, and more
 - Cameras have facial recognition, eliminating the needs for external items to help camera track instructor
 - a. Streaming will be compatible with multiple applications (Skype, Zoom, Teams, and more)
 - Mics will pick up audio from student area so any questions or comments made in class would also be heard by remote students
 - a. MediaSite would transcribe audio for later use, such as for use in a later online class
 - Document cams will either be installed or upgraded, as many classrooms currently have older document cams
3. These items were chosen by Stephen Ashby
4. Jodi: Is there a targeted number of classrooms?

- Gabriel: Not at the moment. However, as this does partly align with the existing technology plan, we are hoping that these upgrades could be added without overhauling the current tech plan. Currently there are 3 room standards.
- 5. Jill: If a remote student wants to ask a question, will the screen in the back of the classroom only show a little icon such as through the streaming service itself?
 - Gabriel: The student will show up on the screen and their voice will be heard through the room's sound system.
 - Stacie: Are there any prospects for piloting this set up?
 - a. Gabriel: This is partly affected by budgeting. We do not currently have a specific time frame in which to have these completed because it is not known how much funding is available for this project. Stephen has met with our counterparts at the other campuses and the feedback has been positive. We also have to make sure that the infrastructure is in place to ensure these HyFlex classes can function. As such, this is hard to gauge due to many intertwined aspects (budgeting, infrastructure, tech plan, etc.).
 - Leo: Is this for just a few classrooms or will this be the new standard?
 - a. Gabriel: The intention is for this to become the new standard, as allowed by the classroom and class type. There are some classes for which this will not be a good model, but there are many classes that would likely benefit from these changes.

V. Old Business

a. Website Update

1. No updates since previous meeting.

b. Devices on Loan

1. No updates since previous meeting.
2. Lisa: Chemistry department had previously given 36 laptops. Will these be replaced?

- Bill: Yes, replacing these and other laptops that were commandeered is already in process.

c. Mobile Computing Initiative

1. All faculty and staff will have laptops replaced, unless previously indicated that such faculty or staff has asked not to transition.
2. Trainings for use of OneDrive is in the works as part of this initiative.
3. How should faculty that aren't planning on coming back to campus yet be handled (in moving their files to OneDrive)?
 - Computers will not be taken without the faculty first being allowed to move their files.
4. How will we handle transitioning staff and faculty to OneDrive or cloud storage?

- We are working with Natalie Halsell on providing training on OneDrive in the future.
- 5. Will faculty be moved from PC to Mac or the other way?
 - Only if they have requested to do so and had that approved by their Director or Dean.

d. Service Catalog

- 1. No updates since previous meeting.

e. Hybrid/Smart Classrooms

- 1. No updates since previous meeting.

VI. Committee Member Reports

a. RDAS, ITSC, DAST, TSS (Bill Manges), etc.

- 1. No updates since previous meeting.

VII. 2020/2021 TRC Projects

a. Annual Technology Plan Review

- 1. No updates since previous meeting.

b. RCC Website Redesign

- 1. No updates since previous meeting.

c. ERP – Project Nexus

- 1. No updates since previous meeting.

VIII. Next meeting: Thursday, May 13th, 2021