

Agenda
RCC Technology Resource Committee (TRC)
May 13th, 2021
12:50pm-1:50pm

Attendants: Gabriel Rivera, Patrick Scullin, Bill Manges, Lisa Contreras, James Mitchell, Terry Welker, Jill Smithen, Stephen Ashby, Cheyenne Martin-Corbett

Start time: 12:50 PM

End time: 1:46 PM

- I. Approve minutes/agenda from April 8, 2021 meeting**
 - a. Minutes were misplaced, and will be emailed out for approval
 - b. Bill has addition for agenda (take out redesign for future meetings)
 - c. Lisa Contreras approves
 - d. James and Jill second
 - e. No objections or abstentions

- II. Faculty Chair report of activity (Patrick Scullin)**
 - a. Not meeting in June
 - b. Gabriel and Patrick have presentations for Academic Senate

- III. Co-Chair report of activity (Gabriel Rivera)**
 - a. Gabriel seconded Patrick's updates

- IV. New Business**
 - a. RDAS Report: CARES / HEERF Funds**
 1. Simply working through details; no further updates
 - b. Microsoft Teams / Working Group Updates**
 - 1. Tech Plan**
 - Limited feedback from group. Holding off on publishing
 - Bring newer doc to RDAS for approval next year
 - Patrick wants to add more to it, update standards for tech to match current needs
 - Make it match the district format
 - 2. District Plan / Budget Requests**
 - Not much feedback, either
 - AVC Blackmore joined us last time and add insight into funding items
 - Many infrastructure items are pertinent to our HyFlex classroom design and other updating/upgrading projects
 - Received soft approval in last meeting for these upgrades
 - Bill asks if we are comfortable sending this to RDAS with our committees' approval
 - a. Patrick says yes, and that we see these as essential needs
 - i. Gabriel and Cheyenne second
 - b. Gabriel asked if anyone wanted more clarification
 - i. Patrick pointed out Skip had more concerns, but is not present

1. Bill supplies that Skip wanted to ensure the tech plan aligned with our needs
2. Vote to move forward
 - a. No objections

3. HyFlex Classrooms

- Patrick, Stephen, and Gabriel have a presentation for AS on Monday
- Multiple engineers have looked at the new possible equipment for efficacy and security reasons
- This design does not work for every single classroom, so they will be changed accordingly
 - a. The idea is to ensure instructors can see a screen that will display interaction from remote students
- This design is gearing up to become the district standard
- This won't require a full request as there are state and other contracts that can be used for the purchasing (much faster)
- Pilot classrooms
 - a. 40 suggested, but some were eliminated due to various obstacles
 - b. Regardless, some vendors have come in to look at the remaining 20 classrooms
 - c. Teachers will need training to ensure a smooth transition
 - d. Once vendors are selected, purchasing begins
 - e. This must be completed before the start of fall semester
 - f. Goal is to begin installation in July, into August (also have trainings in August); trying to be done halfway through August
 - g. Finalized pilot list expected on Monday 5/17
 - h. Lisa: Is there an issue with obtaining this new equipment due to COVID?
 - i. Gabriel: No indications of delays for A/V equipment as of yet
 - i. Starting with 10-20 pre-approved classrooms, with excitement expressed for the next 10; however, the remaining 10 had prohibitive issues at the moment
 - j. Gabriel is confident the first 10 will certainly be done in time; if there are any delays, the other 10 may be delayed into the fall semester
 - i. Deans are going through the list today and tomorrow to determine first 10 most important classes
 - k. Because this requires taking down the network, it will impact other staff/faculty
 - l. One room may be swapped, but otherwise the list is complete

- i. Gabriel informed Deans this could cause a large delay, but they are adamant this change may be vital
- m. Patrick: Do some of the first 10-20 include some of the largest lecture rooms?
 - i. Stephen: Some rooms are smaller, but many of them are larger lecture rooms
 - ii. Not so much in QD, but that's because it doesn't have many large rooms
 - 1. QD144 is large, but is too problematic to fit into the current timeline
 - iii. Gabriel: ~100 classrooms are reaching end of life, so our intent is to upgrade those, as well
 - 1. Part of the purpose of this pilot is to show the Deans/District how important these upgrades are

V. Old Business

a. Website Update

1. This is more or less complete
2. Liz Gonzalez has been onboarded for this project
3. ModernCampus
4. Leo Pan is building the calendaring module instead of us having to purchase one
5. Course catalog has been published, but still a lot of work for an interactive version

b. Devices on Loan

1. Library has been a great help
2. There was a recall of the first hotspots that went out to students
 - Library has been a great help in distributing

c. Mobile Computing Initiative

1. Order has been placed; 2000 mobile devices (laptops/macs) and 2000 docking stations
2. Very few people opted out
3. Staff/Faculty will be able to use existing monitors or will be provided with a monitor
4. There have been huge delays with the laptops
 - Probably won't see any until August, at the earliest
 - This will be an ongoing project, not ready at the start of the semester like HyFlex
 - There will be training sessions to help staff/faculty moving to OneDrive and how to use it
 - Lisa: Will we run out of storage on OneDrive like Zoom?
 - a. Bill: we are being provided a great deal of space, so we don't predict that to be an issue; if it is, it will be addressed

- Terry: Is the training open to everyone? Is this the main cloud storage we will be using?
 - a. Bill: Yes and yes, as OneDrive is the official cloud service for the district
- Patrick: Will staff/faculty be given plenty of warning?
 - a. Bill: Yes, this will not happen in a day
- Patrick: Can we do an email blast to warn people?
 - a. Terry: Maybe a series of email and/or have VP West send the email
- Lisa: Is there a backup plan for lost/damaged devices?
 - a. Bill: There is device management in place, but we are working on a better one that is more secure, such that if a laptop is stolen, it will be wiped
- Lisa: Will the new laptops be deep-frozen?
 - a. Bill: No, that was only because the laptops were student-facing
- Also, thawing the laptop does not have to be done in person; IT can remote into laptops to do it

VI. Committee Member Reports

a. RDAS, ITSC, DAST, etc.

- 1. No updates

VII. 2020/2021 TRC Projects

a. Annual Technology Plan Review

- 1. No updates

b. RCC Website Redesign

- 1. No updates

c. ERP – Project Nexus

- 1. No updates

VIII. Next meeting: N/A