Technology Resource Committee

Meeting Agenda

December 9, 2021
1:00 pm – 2:00 pm
Attendees: Gabriel Rivera, Leo Truttmann, Jodi Mowrey, Sabrina Kroetz, Bill Manges, Terry Welker, Lisa Contreras, Stephen Ashby, Cheyenne Martin-Corbett

Start time: 1:00 pm
End time: 1:50 pm

I. **Approve minutes from November 18th, 2021**

   a. Sabrina motions to approve

   b. Jodi seconds

   c. No objections or abstentions, no changes

II. **Co-chairs reports of activity**

   a. Gabriel: HR and CTA did meet, however, no current update on Cease and Desist. Still holding on further distribution of laptops to faculty; staff is welcome to reach out to TSS for distribution. Laptops that have already been distributed are NOT being collected. "You are being observed" notice on Macs is caused by interaction between the device and the docking station. Because the docking station casts the desktop image to the monitors, Mac systems view this as a program recording the screen; no recording is in progress and nothing is saved or downloaded. No timeline available on when Cease and Desist issue will be resolved.

   b. Leo: Discussion about laptops amongst faculty is less passionate, people seem to be less anxious.

III. **New business**

   a. **A/V Media Survey**

      i. A trial version of a hybrid-style classroom is going to be available in the Math & Science building in Spring '22 to allow faculty to try out the new equipment and vet out any user issues. Some interactive displays are already available on DL first floor for testing; faculty is welcome to come try out the displays. District Cyber Security still needs to vet the displays as their image casting capabilities present

certain cyber security risks (cyber security will be a primary deciding factor as to what displays the college will move forward with).

ii. Most A/V equipment currently in classrooms are at the end of their useful life cycle. The goal of the A/V Survey (the results of which are available in the TRC Teams files) is to have faculty identify the equipment that is most useful to them in the classrooms. One third of respondents are open to participate in piloting new A/V equipment.

iii. The results of the survey show most faculty use the projectors and whiteboards, few use the VCRs and document cameras. This information helps the team to decide what equipment to focus on replacing and what equipment to phase out. Screen-casting is not as widely used, but is becoming more useful and so needs to be vetted by District Cyber Security for security risks.

iv. Most of the respondents do use the equipment provided in the classrooms; some faculty use their own devices. Comments pointed to the deep-freeze function on the computers as the primary reason some faculty use their own devices (deep-freeze won't be used on the new units that will replace the current desktops). Other reasons were ease of use (people are more used to their own devices), and having specific programs on their personal devices that are not on the in-class computers.

v. Committee members are asked to go through the comments left by respondents to look for items that are mentioned repeatedly or provide interpretations of comments that may be unclear.

1. Leo: three commonly mentioned issues were connectivity (having the right cables available to connect their own devices), issues with the document camera (placement or ability to focus), and whiteboard/projector placement (overlap).

vi. Information like this will be presented to the appropriate groups/committees to work on justifying the need for funding for these items.

IV. **Old business**

a. **HyFlex Update**

    i. The project has been hit by the supply chain issue; alternative equipment is being discussed as a result. Despite this, the project is still on track for some classrooms to be ready by Spring '22.

    ii. Lots of training will be provided once a few classrooms have been completed to make faculty as comfortable and confident as possible with the new set-up.

        1. Piloting of these classrooms will be important as the HyFlex classroom may become the new district standard.

b. **Mobile Computing Initiative Update**

    i. Still in place but on hold due to Cease and Desist. Feedback from those who have received their new laptops has been very positive.

    ii. District ITLS is currently moving to a new ERP system. Many members are attending API training to facilitate this move.

    iii. District ITLS is also working with Facilities to install new WiFi equipment to improve outdoor WiFi on campus.

V. **Committee Member Reports**

a. **RDAS, ITSC, DAST**

    i. DAST: District Access and Security Taskforce.

        1. DAST was originally compiled to deal with the issue of the school being attacked by threat actors.

        2. Last DAST meeting AVC Blackmore and Susanne Ma discussed requesting to become a committee that would report to ITSC in response to the increase in cyber attacks (phishing, malware, hacking, etc.) on education facilities.

    ii. RDAS meeting happened the previous week.

        1. Mostly comprised of a presentation on sustainability.

        2. Also included some discussion on parking.

VI.   **Next meeting: Thursday, February 17th, 2022**