Technology Resources Committee

Meeting Agenda

April 21, 2022
1:00 pm – 2:00 pm

Attendees: Gabriel Rivera, Leo Truttmann, Sabrina Kroetz, Bill Manges, Jill Smithen, Stephen Ashby, Terry Welker.

Start Time: 1:00 PM

End Time: 1:45 PM

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

    a. Gabriel: See New Business

II. **New business**

    a. **AV Focus Groups**

        i. Respondents requested a larger display (originally 75", upgraded to 86"). One faculty member in particular was curious about allowing students to cast their screen to the display, a feature with which the CleverTouch displays are equipped. However, there has been no word yet on further training for that faculty member.

        ii. 2 focus group sessions were conducted, during which the five questions previously agreed upon by the committee were presented. This elicited more feedback, but participation was low despite the committee's efforts to recruit more participants. The feedback provided by the focus groups was consistent with feedback previously obtained through the A/V Survey.

            1. It may be more beneficial to have a pilot room for respondents to test so they can better understand the technology the committee is trying to implement.

    b. **Program Review – AV Lifecycle**

        i. The new laptops that were recently distributed or are in the process of being distributed have a 5-year lifecycle. TSS has been working on creating a similar 8-year lifecycle for the A/V equipment around campus to ensure there is a consistent fund available for replacing A/V equipment as it reaches its end-of-life. Three types of

classrooms have been identified for this purpose: essential, assembly, and specialized. The technology plan has been modified to include cost estimates to present to Strategic Planning.

    1. A committee member asked if there was not already a lifecycle process in place. There is, but the numbers are much too small, and so the goal of the Program Review is to present more accurate numbers to Strategic Planning. The suggestion was made to add in the cost of not replacing the A/V equipment.

c. Technology Plan Updates

    i. A section was added under 3A about using social media to "foster a sense of community", but this may fall under the purview of the MRC, or perhaps would need to be a joint project between MRC and TRC.

    ii. The breakdown of technology in the replacement cycle section (10. Appendices) was made more general (no model numbers, but still includes sizes/speeds, etc.).

    iii. Board Policy was updated this last year, so the term IMC (Instructional Media Center) is no longer being used and has been replaced with "Media Technology" throughout the Tech Plan.

    iv. Three classifications of classrooms were identified and broken down into the different minimum components needed for said classroom type (10B).

    v. Service Desk was also added (10C).

    vi. The Technology Plan will be presented to RDAS May 23rd, 2022.

d. Subcommittee Bylaws

    i. RDAS sent out a new version of the bylaws. The LC asked the subcommittees to complete their subcommittee bylaws and submit them for approval.

    ii. The committee discussed how committee members are assigned in relation to the bylaws (Section 3.1).

1. Often members of RDAS are asked to serve on the subcommittees.

   iii. No changes were made to the bylaws.

III. Old business

a. HyFlex Update

   i. Stephen Ashby and Jeff Clark have been working with vendors through the supply-chain issues. The vendor was able to complete one HyFlex classroom (CSA 248) in April. TSS team is working with he vendor to get the other classrooms completed in June and July.

b. Mobile Computing Initiative Update

   i. MCI is moving forward and has reached over 50% devices installed.

   ii. The library is continuing to manage loaner laptops and hotspots for students. Returned devices are sanitized and repaired (if needed) as fast as possible so they can be returned to the library rotation.

   iii. Summer projects –

1. A thousand student-facing computers are being replaced over Summer '22; the computers are already in the warehouse and are being asset-tagged.

2. A thousand more are on the way.

3. Over a dozen laptop carts will also be replaced around campus.

IV. Committee Member Reports

a. RDAS, ITSC, DAST

   i. ITSC report –

1. Campus Nexus ERP is expected to be delayed due to functionality and process gaps that have been identified. This only applies to student systems; the HR and Finance pieces are on-track.

2. A Cyber Security Action Plan is being developed with 19 security layers that the organization will need to address. It is currently being reviewed by the Vice Chancellors. Once it is approved, ITLS will work on messaging the rest of the organization on how to comply with those 19 layers of security.

3. During Spring Break, a vendor went all over campus to record WIFI signal strength on campus in preparation for replacing some of the wireless infrastructure. Supply chain issues are slowing this project down.

ii. DAST report –

1. DAST has not met the past two months as they are currently in the process of submitting to become a full committee.

iii. RDAS report –

1. Next meeting will be a presentation on sustainability, as well as some projects from the PRC.

2. RDAS has also requested all subcommittees submit their bylaws.

V. Next meeting: Thursday, May 12th, 2022