
Technology Committee

Sub-Committee of Planning and Resource Allocation Committee
Fall 2022 Semester

Meeting September 28th via Zoom at 12:40 p.m.

Present: Josh Lawson, Stacey Lince, Caitlin Rolston, Heather Rahman, Emy Bagtas-Carmona, Eresa Puch, Grace Mengqi Yuan

Absent: Luna Finlayson, Lance Barthelemy

Standing Items

1. Call to Order at 12:46 pm
2. Approval and adoption of the Agenda
 - Motion to approve: Caitlin Rolston
 - Second the motion: Josh Lawson
 - Vote: all approved
3. Approve minutes
 - Motion to approve the minutes: Heather Rahman
 - Second the motion: Josh Lawson
 - Vote: all approved
 - Abstained: Stacey Lince, Caitlin Rolston, Eresa Puch.
4. Chair Announcements
 - Introductions of new members: Stacey Lince and Eresa Puch
 - Patrick/CIT will visit TPC and present this year's IT priorities on Nov 9th 2022
 - Grace will invite Greg Nelson to TPC re: accreditation standard 3B.C

Discussion Items

1. Sound Board
 - a. Display of student's preferred names
 - i. Caitlin talked about an incident that a faculty saw a female sounding name on the MyCoM email from a student who identified as male in the class. What we can do or what options transgender students have to use their preferred names at all times in order to avoid being forced out.
 - ii. Stacey and Caitlin confirmed that students could choose to display their preferred names on Canvas. Besides, instructors can write student's preferred names in the note field in the gradebook.
 - iii. How to change to preferred name is included in the Orientation module for Canvas.
 - iv. Stacey and Emy pointed out that student's official records must use student's legal names due to financial aid requirements and state regulations.
 - v. Three items to follow up on this topic:

- (1) Reach out to IT on whether students can display preferred names on Mycom emails;
 - (2) Ask IT if Class roster in MyCOM portal can automatically include student's preferred names;
 - (3) Remind faculty to include instructions and resources on how to change to preferred names and disseminate to students at the beginning of courses
 - b. Training on Adobe Sign
Heather talked about some CSEA staff would like to get some training on Adobe Sign during flex sessions
Grace also shared that she heard similar requests via the OIM
Action to follow up on this topic:
 - (1) Reach out to PLC/Cara Kreit about adding a session of training for Adobe Sign in the Spring 2023 Flex Sessions
 - (2) Line presenters up from TPC, IT, OIM for that Flex session
2. Suggestions re: Faculty Survey from PRAC
- a. Grace reported the feedback received from PRAC;
 - b. There was a discussion about open discussions and the possibility to do a series of mini tech surveys;
 - c. The committee was in favor of continuing a faculty technology survey without the Distance Education component
3. Tech-Quity proposals
- a. The committee went through the list of tech-related recommendations and assigned themselves respectively to check with related parties, do research and report back in the next meeting.

Heather Rahman moved to adjourn the meeting; Emy Bagtas seconded. Meeting adjourned at 1:32 pm.