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## Technology Committee

Sub-Committee of Planning and Resource Allocation Committee  
Fall 2023 Semester

### Meeting Minutes

**Monday August 28, 2023 via Zoom at 12:40 p.m.**

Attended: Eresa Puch, Hector Saez, Grace Yuan, Heather Rahman, Jamie Terhune, Stacey Lince, Emy Bagtas-Carmona, Matthew Howard

Absent: Lance Barthelemy, Irina Roderick, Aliyah Bassa

### Standing Items

1. Call to Order at 12:43 pm
2. Approval and adoption of the Agenda
  - Grace Yuan approved
  - Emy Bagtas-Carmona seconded
  - All approved
3. Approve minutes
  - Eresa Puch approved
  - Stacey Lince seconded
  - All approved
4. Chair Announcements
  - Co-chair options – Heather to Chair; a co-chair option remains open. We will pose this option again with a full group in the next meeting.
  - Meetings dates and attendance:

Fall 2023: Meets every third Monday, 12:40 pm – 1:30 pm, starting August 28th 2023.

- August 28 (4<sup>th</sup> Monday)
- September 18
- October 16
- November 20
- Early December (*depending, if decided upon*)

It's encouraged that everyone attends and miss no more than 1 meeting.

### Discussion Items

1. Sound Board –
  - a. Students have difficulty connecting to Wi-fi. Prior to Covid, drop-in hours at the library were available to assist called the "Genius Bar". Posters with the QR code were removed with building window cleanings. IT is looking for help from this committee to decide on a process to roll out communications for wireless access. IT is open to suggestions on how to provide students' additional support and what best communication would help. The difficulties exist for both campuses.

- b. Faculty seems weak in using Canvas. It is undetermined if this issue is greater due to new faculty. Publishing of the courses and timing of access to Canvas seem to be the issues. Students' access is disjointed or inconsistent from class-to-class.

## 2. Resend of Survey in September -

The Technology survey was sent to Faculty only. The response rate was n=67; 23%. Timing of this launch could have been better. The committee would like to resend.

### Action Item:

- Heather will contact Holley and see if we can resend with omitting those who initially responded.

## 3. Committee goals for Fall

Sound Board Item a: Matthew would like suggestions of how wireless should be communicated to students and faculty i.e. via email to students through enrollments, flyers, etc. How to avoid the "limited access" as opposed to the student access?

### Action Items:

- Heather to reach out to Dave Patterson, to ask if we can revive the extra support.
- **The group is encouraged to submit their suggestions to Heather via email.**
- This item will be added to the next agenda for the group to brainstorm how to communicate better.

Schedule an update with Patrick E. regarding the committee's role in support of the Banner update/replacement. There may be a new timeline.

### Action Item:

- Heather to touch base with Patrick.

The meeting adjourned at 1:25 p.m.