

Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee

Fall 2023 Semester

Meeting Minutes

Monday September 18, 2023 via Zoom at 12:40 p.m.

Attended: Eresa Puch, Grace Yuan, Heather Rahman, Jamie Terhune, Stacey Lince, Emy Bagtas-Carmona, Matthew Howard; Aliyah Bassa

Absent: Lance Barthelemy, Irina Roderick, Hector Saez

Standing Items

1. Call to Order at 12:43 pm
2. Approval and adoption of agenda
 - Matthew Howard approved
 - Emy Bagtas-Carmona seconded
 - All approved
3. Approve minutes
 - Matthew Howard approved
 - Stacey Lince seconded
 - All approved
4. Chair Announcements
 - Co-chair options – Heather to Chair; a co-chair option remains open.
 - 1 Classified seat open

Discussion Items

1. Sound Board

In one ESL non-credit class, the number of enrollments wasn't accurate. The number showed more class seats available than the actual amount.
2. Re-sending of Technology Survey

Holley Shafer suggested resending the survey out to deans and directors first and asking some faculty about how to increase responsiveness/participation. The committee agreed that we resend the survey link out and omit those who have already participated.

Action items:

- Grace agreed to share the list of deans and chairs.
- Heather will work with faculty and Holley to resend the survey.

3. Brainstorm - Effective communications and support regarding student Wi-Fi connection

a. Genius bar updates and future workshops

Heather Rahman reported that the Genius Bar sessions resumed to assist students with their device Wi-Fi connection with Dave Patterson's aid. Per the committee's request, all suggestions for student assistance and communications will be forwarded to Patrick Ekoue Totou and the I.T. team.

Matthew Howard provided updates regarding the recent wireless issues and I.T. response over the last couple of weeks. Patrick Ekoue Totou and Ferhat Indi (along with Matthew) put in much time working with the vendor to create a password-driven process for wi-fi connection. As COM is moving to this new system, more instructional posters and communications will roll out. Once an account is established and a password is generated, the same password is effective for 5 different devices.

The committee recommends Patrick resend the wi-fi steps with a new subject line because the original email subject is misleading.

Action items:

- Heather will forward the suggestions to I.T.
- Heather will reach out to Patrick new notifications regarding wi-fi new steps.

4. Banner replacement

Patrick Ekoue Totou responded to the committee that Banner replacement is not happening. The committee discussed that the system is extremely antiquated. The committee spoke about a potential common Enterprise Resource Planning system (ERP) that the CA Community College Chancellor's Office is looking to adopt a single ERP for all community colleges. There was a survey sent by the CCCCCO regarding this topic.

- The committee would like to know if COM is participating in the survey.
- The committee would like to bring this up with PRAC and explain our viewpoint.
- The committee would like those who are in favor of keeping our existing Ellucian Banner system to explain why.

Action Items:

- Heather will reach out to Patrick regarding participation in the CCCCCO ERP survey.
- Heather will review and propose a plan for presenting this topic with PRAC.

5. Revisit discussion regarding Canvas support for faculty

a. Positive attendance recording

The committee discussed that the timing of instructional materials posted on Canvas can vary for students. This is dependent on the instructor and when they post. Some wait until the class begins, and this can be confusing to students when they receive materials earlier in other classes.

In Career Education, many classes are not-for-credit where instructors are required to record positive attendance. There has been a communication breakdown regarding that this occurs on

MyCoM and not through Canvas. Enrollment Services point person for this support retired, and now we do not know who to recommend for assistance.

The committee also discussed SARS stations.

Action Items:

- Heather will check with Gina Longo to learn more.

The meeting adjourned at 1:32 p.m.