

**Meeting Wednesday Feb. 3rd, 2021 via
Zoom at 12:40pm**

Present: Khadija Nakhuda, Katherine Chuang, Paul Cheney, Luna Finlayson (blocked by the waiting room), Andy Haber, Carol Hildebrand, Matthew Howard, Matthew Kent, David Patterson, Caitlin Rolston, Grace Mengqi Yuan

Standing Items

1. Call to Order: 12:42 PM
2. Approval and adoption of the Agenda
 - Matt H. motioned to approve the 2/3 agenda, seconded by Katherine.
 - Vote: approved
3. Approve minutes
 - Carol motioned to approve the 12/07 minutes; seconded by Andy.
 - Vote: approved
4. Chair Announcements
 - TPC was invited to present to PRAC's meeting on Feb 09th.

Discussion Items

1. Member updates

(1) Matt Kent: Device Loaning Program

- Back in December 2020, the Student Advocacy Office collaborated with the Library to provide better hours and more access to students. The Student Advocacy Office still have the evening hours to help students with devices and basic needs.
- The library will take over the distribution of devices by the end of Spring 2021.
- Currently, IT is accessing the device inventory and potential purchasing.
- Dave expressed the gratitude to IT and the advocacy office.
- Katherine mentioned an idea of Device Trade-in program. Matt H commented that it is an interesting idea, but issues like liability, the current homogeneous approach, and staff shortage will be obstacles.

(2) Katherine- tech issues Canvas, registration and Proctorio.

- Paul answered that Academic Senate planned to reach out to ASCOM. Matt mentioned that the issue may be under DE committee's purview.
- Caitlin commented that the Proctorio issue is a matter of how tech affects equity.
- Matt K commented Proctorio has been challenging for a lot of students; especially for students with limited WiFi access or when many people utilizing the same WiFi. This is an issue about academic integrity and tech challenge.
- Katherine shared user feedback from her and her classmates' experience. Camera monitoring adds to high test anxiety. The face recognition feature was not working well when people have darker skin tones.

- Paul concluded that he would reach out to Cari and Academic Senate about the current practice and recommendations around Proctorio and report back.
- (3) Carol – Community Ed may explore conducting courses in Spanish, and a few instructors have connectivity issue to teach the courses.
 - Matt H. added that IT worked with Carol to help Comm Ed faculty and students in the past semester and he learned a lot about the program operation and the students through Carol. He sensed that ESL program also faced big tech challenges. He wished that there could be someone to advocate for ESL program’s needs.
- 2. Agenda item:
 - Matt H: Technology Impact to the new LRC
 - Carol: Technology for the property on 830 College Ave
 - Dave and Grace: items from the tech plan
- 3. Charge Revision (Attachment 1):
 - A few questions came up about the “guidelines and practices to support minority and woman-owned businesses”. Carol relayed the background information she gathered from Jonathan.
 - There was a discussion about the charge centered on equity and anti-racism.
 - The committee will continue to work on the revision in the next meeting.

Matt H moved to adjourn the meeting. Dave seconded. The meeting was adjourned at 1:30 PM.

Attachment 1:

THE TECHNOLOGY PLANNING COMMITTEE

Charge

The Technology Planning Committee (TPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to assure student, staff, and faculty involvement in technology planning and provide guidance for major technological decisions. The TPC upholds the ground rules and guiding principles of PRAC. The TPC evaluates existing and new technology ideas and plans to promote equity-mindedness and antiracism, knowing that this work is ongoing and must be done at individual and structural levels. The Committee will make recommendations

to the Planning and Resource Allocation Committee regarding technology-related issues and will be responsible for the following:

Responsibilities

- Provide oversight for the development, implementation, and updating of an integrated Technology Plan.
- Review and develop technology-related policies for the District.
- Make specific recommendations to the superintendent/president on the use of technology throughout the District with regard to both ongoing activities and future direction.
- Collect and disaggregate data to identify opportunities to advance equity-minded and antiracist technology planning.
- Ensure technology planning incorporates a broad range of college community members' voices, including those that face discrimination because of race, gender, gender identity, religion, sexual orientation, class, disabilities, age and national origin.
- Inform the College community of advances and opportunities in technology to support teaching and learning.
- Disseminate information about the current activities and future plans in each of the technology areas (Infrastructure, Information Systems, Instructional, and Student Services).
- Maintain a comprehensive overview of the entire technological effort in the District.
- Assess and develop policy on matters such as intellectual property rights, appropriate use of technology, and standards.
- Establish appropriate timelines to complete tasks and make recommendations.
- Make recommendations for the purchase of equipment to support instruction and student areas to the Institutional Equipment Committee (IEC) and other appropriate groups, in keeping with the district's existing guidelines and practices to support minority and woman-owned businesses.
- Promote equitable access to and use of technology, especially for groups that are most impacted by white supremacy culture and racism.