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## **Technology Committee**

Sub-Committee of Planning and Resource Allocation Committee  
Spring 2021 Semester

**Meeting Wednesday April 7th, 2021 via Zoom at 12:40pm**

Membership: Khadija Nakhuda, Katherine Chuang, Paul Cheney, Luna Finlayson, Andy Haber, Carol Hildebrand, Matthew Howard, Matthew Kent, David Patterson, Caitlin Rolston, Grace Mengqi Yuan

### **Standing Items**

1. Call to Order at 12:40pm
2. Approval and adoption of the Agenda
  - Motion to approval: Andy
  - Second: Khadija Nakhuda
  - Vote: approved
3. Approve minutes
  - Motion to approval: Katherine Change
  - Second: Andy Haber
  - Vote: approved
4. Chair Announcements
  - Grace reported that the finalized Charge was sent to GRC for approval.

### **Discussion Items**

1. Proctorio
  - a. Paul contacted Meg, who met with ASCOM and she has got nothing new to share with TPC at this time. Academic Senate is still researching the current standards of using Proctorio. Proctorio will continue to be an issue for Summer and Fall 2021 as online instruction continues.
  - b. Caitlin spoke with a Math instructor from another community college and she learned that (1) math courses need proctoring because of the issue of cheating; (2) students sometimes misunderstood how the tool works, e.g. no one is watching via Proctorio.
  - c. Grace reached out to Sally about Testing Center's function. Their resources are reallocated to other areas, like Welcome Center. TPC could make a proposal to recommend helpful tips and best practices in using Proctorio to provide to the campus community.
  - d. Katherine talked about her experience in online classes and that Proctorio is an equity issue, i.e. students without a camera have to take the exam with SAS. She suggested require faculty take training.

- e. Matt mentioned that requiring faculty to take a class needs to go through Union.
- f. Caitlin said that State mandates that faculty cannot require cameras to be on. How Proctorio, camera use, and state guidelines intersect remains a question.

Action items:

- a. Paul will follow up with Union rep about a potential Proctorio training.
  - b. Grace enlisted Katherine, Khadija, Caitlin and herself to spearhead a simple Proctorio guide/resource sheet for faculty.
  - c. Matt suggests to reach out to Kathleen to ask if there is an existing Proctorio guide.
  - d. Katherine suggested faculty take a mocking test in Proctorio.
2. Poll the need of invitation – Greg Nelson on policies  
Matt H motioned that TPC table this discussion to the next meeting that Carol attends.  
Andy seconded the motion.  
Vote: approved.
3. Help Desk in LRC – TPC master plan initiative  
Matt questioned about whether the help desk discussion is integrated in the LRC planning.  
Since COM purchased the bank building on College Ave, some functions are cut out from the new LRC.
- Dave said that Sara from Library is heavily involved in the LRC planning. He suggested a summit/meeting involving Patrick/Matt, Jonathan, and Sara about the process of adding the help desk in LRC.
4. Paul and Grace will reach out to PRAC about feedback of the tech master plan.

Matt H motioned to adjourned the meeting at 1:31pm.

