

Information Technology Committee Minutes

October 15, 2021

Zoom

10:00 a.m. – 11:00 a.m.

The Information Technology Committee serves as the central focal point to examine technology planning and operations at Taft College. The Committee provides a forum for input from all campus constituents and acts as a resource with regard to technology planning and operational effectiveness. The Committee receives input, recommends areas of interest, analyzes technology effectiveness, and makes recommendations regarding technology-related matters including training needs. The Committee leads the development of the Technology Master Plan and provides annual updates to the plan.

**Members Present**:

Xiaohong Li (co-chair), Dr. Marianne C. Bishop (co-chair), Dr. Amar Abbott, Dr. Damon Bell, Gus Gonzalez, Dana Hicks, Dr. Leslie Minor, David Reynolds, Alissa Tweedy, Mark Gibson

**Members Absent:**

John Dodson, Dr. Sharyn Eveland, Mark Gibson, Dr. Jessica Grimes, Tiffany Rowden

**Student Representative**:

Josue Felix - Absent

**Facilitator:**

Dr. Marianne C. Bishop

**Recorder**:

Dana Hicks

**Meeting Called to Order**:

The meeting was called to order by Dr. Bishop at 10:00 a.m.

1. **Review Minutes from September 17, 2021**

* The committee approved the September 17, 2021 minutes with no modifications.

1. **Review Committee goals from September meeting**

Bishop led the discussion of reviewing committee’s the third goal from last meeting regarding recommendations for resources in the classroom. Reynolds thanks the College for the investment of new AV system upgrades. He addressed that faculty are happy with this AV system upgrades. The new AV system in G and Science classrooms are so easy to operate and work very well, if someone needs training, he is happy to help. Li suggest searching equipment or software that can help hybrid teaching and learning. Dr. Minor mentioned Owllabs, which can support student engagement and participation.

1. **Updates:**

* Distance Education Update (Dr. Bishop)
* Distance Education courses that were approved for emergency during the pandemic have sunsetted. If these approved courses will be offered again as a distance education course, a new proposal will have to be submitted using the [Distance Learning Approval Form](http://committees.taftcollege.edu/distance-education/home/forms/) (traditional course; addendum to the Course Outline of Record). All new DE courses will use this form.
* DE is no longer going to hire a Temporary Part-time Distance Education Aide and Extra Duty DE staff. Instead, DE will be hiring 1-2 student-workers. We didn’t have anyone apply for the extra duty and no qualified applicants for the part-time position.
* Draft Coach is now enabled in our Turnitin instance. Google Docs is their recommended approach to submitting files. After checking with IT, using Google Docs campus-wide would pose problems. We’ll enable Draft Coach when Turnitin has integrated MS Word with Draft Coach. The Plagiarism Faculty-Explorers group suggested to implement Draft Coach with Word.
* TC is no longer using Cranium Café/ConexED.
* During the ACCJC accreditation visit, Bishop shared usage stats on NetTutor:
* 788 sessions by students (mostly from English and Math) with 245 distinct students;
* Majority of assistance focused on student paper submissions and live tutorials
* IssueTrak for DE (same system used by Facilities and ITS – tcsr.taftcollege.edu; tcsr@taftcollge.edu) continues to be piloted this term; faculty feedback for improvement is requested.
* Respondus LockDown Browser and Monitor is available in T-15 computers. (Thanks to Rafael Andrade and Heather Cash.)
* ITS Update (Dr. Li)
* Student email address is planned to use the following format:

**first initial+last name+001@myportal.taftcollege.edu**

* The College has been steadily expanding Internet access in the classroom and wireless environments throughout the campus. With the reconstruction of existing buildings and installation of new buildings, the College network backbone has been gradually upgraded to fast cable and replaced its secondary internet connection from 1 Gbps to 10 Gbps, to provide a stronger and more reliable internet connection.

**Discussions**

* Recommendation: FERPA training
* HR training on posting web content for faculty and staff