

**Technology Planning Committee Minutes**

October 21, 2021

9:00am – 10:00am

<https://redwoods-edu.zoom.us/j/95010633083?pwd=ZnQ1QU9qRlh2RnJ5bHhYUUovdlBKUT09>

**MEMBERS PRESENT:** Erik Sorenson, Paul Chown, Gino Giovannetti, Darius Kalvaitis, Brian Van Pelt, Colin Trujillo, Jose Ramirez, Todd Olsen

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| **Item** | **Facilitator** | **Time** |
| **Todd Olsen Introduction**  Erik welcomed faculty member Todd Olsen to the TPC group. Todd is a Math instructor, and has been at C.R. for 28 years. | **Todd Olsen** | **9:05-9:10** |
| **Appointment Booking for Testing Center**  Colin suggested the purchase of software to allow students to book their own appointments for the testing center. It was noted that Clinton Slaughter discussed with Student Services leadership group a scheduling software to book appointments across all departments. Reno said Student Services has a program to allow students to book online. Rianne is also using something. Paul stated that Rianne is using QLess. Colin suggested placing a hold on this until we hear from Clinton. It would be beneficial to have something available college wide. | **Colin Trujillo** | **9:10-9:20** |
| **Hyflex: Telepresence, Zoom, etc.**  Reno discussed using Hyflex instead of Telepresence, Zoom, etc. and the possibility of putting together faculty representation to vet the product. Erik stated that Cade Webb at HSU says they have somewhat of a piece meal situation using different solutions. Todd, Darius, Erik and Jose will form a subcommittee. Todd and Darius will try to get other faculty involved to start work near the end of the semester. Todd discussed teaching using telepresence from the LRC, stating it was more complex from a teacher’s point of view. Having students both online and in person make it difficult for the instructor and some students seem to get lost. Jose stated telepresence is not integrated into Zoom, but now speakers track the movements of the speaker. Reno encouraged addressing this quickly due to the fact this is being done now, and not well because of the issues. | **Reno Giovannetti** | **9:20-9:35** |
| **Faculty Onboarding**  Reno discussed faculty onboarding and how the processes have changed. He suggested a formal onboarding process, with a technology component added. Paul said this has been tried many times, but it must be negotiated with the unions. It was agreed this needs to get on the table soon, as technology is snowballing, and employees are way behind the curve, which puts the District at risk in terms of security. Todd said that he was chief negotiator for many years, and is surprised this has not been addressed. Darius discussed the distinction between associate faculty and full-time faculty, stating that associate faculty are often left out of the loop. Colin stated that it is a multi-faceted problem and the issue resides with both faculty and staff. Darius suggested the use of video based tutorials. Colin agreed that training is not standardized, and is left up to the Deans. Todd suggested having someone bring it to Expanded Cabinet, and he offered to voice it with the Union. Paul will take the issue to Expanded Cabinet. Jose said he has mentioned it a couple of times, but it was not viewed as a priority. Erik said this is a transformational period in community college history, and we should try again. | **Reno Giovannetti** | **9:35-9:50** |
| **IT Updates**  **O365** Started Oct 2020 Phase 1 Oct 2021 (FAC/Staff) Phase 2 Jan 2022 (Students)  **Teams**  **MFA – Rolled out**  **SSO**  **Change Spam Filter – 10/22**  **Migrate Phone Service** Started May 2021 Anticipated End Oct 2021 completed 10/22/2021  Update Phone system Working on quote for assistance.  **Contact Tracing App** Started May 2021 Phase 1 completed Aug 2021 Phase 2 anticipated Jan/Feb    **9400 Install** Started Jan 2020 Funded July 2021 Anticipated End December 2021  **Working on MOU. Max to finish providing power**  **Paper Cut** Started July 2021 Waiting on Vendor Anticipated Roll out Jan 2022  Vendor finally reached out. We are working on configuration document  **VDI/VM/Disaster Recovery** Started Feb 2021 Received Equipment, Waiting on other projects to proceed. Spring 2022    **New Wi-Fi** (Hoopa Upgrades) Starting Soon  **Switch Replacement** Starting Soon  **Boardroom Equipment** Currently getting quotes  **UIR Projects** Working on quotes for additional equipment  **Job Market/DownTown**  **Telepresence updates in Del Norte** | **Erik/Jose** |  |

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