

**Technology Planning Committee Minutes**

November 18, 2021  
9:00am – 10:00am

<https://redwoods-edu.zoom.us/j/92961710047?pwd=WXRYNHFNcmhYOC9wN3JUdTdWR1l1Zz09>

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| **Item** | **Facilitator** |
| **Canvas Teachers Assistant role and new Co-Teacher role**  Reno discussed roles in Canvas to allow instructors to assign another individual to grade work, but make no changes. The default in Canvas is Teaching Assistant (TA). He would like to disable the TA role and create a co-teacher role. The Co-Teacher will have no access to the grade book unless they are a paid employee. Todd stated that part of the problem is the name, and suggested using the term evaluator. | **Reno** |
| **Canvas Enrollment Status: Inactive enrollments Vs removal**  Reno discussed the active enrollment status in Datatel. Currently, instructors are unable to temporarily deactivate a student for behavioral issues (BIT). Tom suggested creation of a restriction code in Datatel that has a start and end date. Todd and Darius stated that it is difficult for teachers to control behavior in an online class. | **Reno/James** |
| **Canvas data archive of Courses, Users and Attachments.**  Reno stated that all of the data in Canvas comes from Datatel and they are in sync. Reno stated the instructor videos are not supposed to be used from semester to semester, because students appear in the video. Reno was asked to send out a message informing faculty on the Keep Teaching Site. | **Reno/James** |
| **Zoom Storage**  Jose stated that he received an automated message from Zoom that we have greatly exceeded our storage capacity with Zoom recordings. Paul suggested downloading and archiving the video. Darius said from an instructional standpoint, the video could be moved to the Canvas Studio module. Jose said I.T. needs to set up permanent storage space on our end. | **Jose/Erik** |
| **Updates, etc.**   1. Erik stated the equipment for the boardroom has been ordered and is expected to arrive in February. Until then, I.T. will provide a work around for use in the boardroom. 2. The Microsoft migration has been on hold due to the person Jose has been working with being on vacation. 3. The migration of email to the cloud will happen in a couple of weeks, prior to the return of students in the spring semester. |  |

**MEMBERS PRESENT:** Erik Sorenson, Darius Kalvitus, Todd Olsen, Paul Chown, Tom Cossey, Colin Trujillo, Jose Ramirez, Jessica Herrerra,

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| Adjourn |

There being no further business, the meeting was adjourned at 9:40 a.m.