Technology Development Council Minutes
April 27, 2022, 3:00 – 5:00

Members

Name	Representing	Present	Absent
Chelsey Pham	Administration (P) – VP of ITR (Chair)	X	
Sharon Albert	Administration (P) - Assistant Dean of Career Technical Education and Workforce Development		X
Mayra Almodovar	Academic Senate – Faculty, ECE	X	
Diane Harley	Academic Senate – Faculty, ESL/English	X	
Carol Hobson	Distance Education Coordinator	X	
Carla Johnson	Administration (P) - Dean of Student Affairs		X
Bala Kappagantula	Administration (P) – Director of ITR	X	
Elizabeth Morales	Academic Senate – Faculty, Computer Lab	X	
David Orta	ASHC - Student	X	
Deborah Stephens	Academic Senate – Faculty, Librarian (Co-Chair)	X	
David Techaira	Classified Manager - Accounting Manager	X	
Ana Valles	CSEA – Technician (Financial Aid)	X	
Cecilia Vazquez	CSEA – Financial Aid Specialist	X	
Nancy Wheat	Academic Senate – Faculty, Biology	X	

Guests: none

Agenda

Call to Order 3:06 PM
Motion to approve the agenda by Dr. Pham – Carol Hobson made motion, David second – motion passes
Approval of Minutes from March 23, 2022 - Approved

Information / Discussion / Presentations / Previous reports:

1. **Follow up from previous reports** – Dr. Pham did a quick review of the last meeting notes.

2. **Pandemic – Technology Loan Programs**

   Dr. Pham reported that this program is ending in August – equipment was purchased under the CARES/HEERF funds– the cost during the pandemic was about 1.7million in chromebooks/hotspots

purchases – The equipment will be reaching their end of life; hence Cabinet made the recommendation to let students keep them – students will be notified.

3. **Technology Master Plan DRAFT**

Dr. Pham has updated the current plan master plan – it's in the draft format and would like some feedback. Will place it in a folder for this Council to add their comments. She asked to think about what do we want a program to look in 5yrs. She asked for feedback on resources, money, project, areas, and to think on what improvements are needed.

4. **AP 3720 Computer, Electronic Communication, and Network Use**

Dr. Pham doesn't know if the AP applies to both staff or students – there's a difference on the usage between the 2 groups. We want to really think about this policy. What do we want to do with this? How do we handle the communication? We might need communication affairs involved with this. How do we handle the email? – students own it forever, contrary to staff emails – HR sends communication when staff leave. David Orta – commented that he, as a student, has many emails that he refers to. He asked if there is a possible way for students to migrate their emails to another system so that students who have left Hartnell can still access them. Deborah Stephens commented that many people do abuse the usage of emails, some people apply thru CCCApply just to get an email account but never become a student – suggested that an email should only be accessible once they become active students. Dr. Pham mentioned that we need to map it out. Per Carla, when students apply, the first communication goes to their personal email informing them that their Hartnell email is ready. Dr. Pham asked the group, if we need a separate group to discuss the email student policy and one group for staff – things to consider:

-how much long should students keep their email?

-how much it is costing the college?

Carol asked to have some time to read thru the policy

5. **Cyber Security**

Dr. Pham mentioned that security is really vulnerable – strong measures need to be in place – phishing emails is a major problem that people fall for. She wants to do more training for everyone – David Orta – mentioned that there's a good page that talks about security - Ninjio.com
Maybe we can work on having an authentication code. We are required to have Cyber insurance – and one of their jobs is to deal with hackers in case of a hack.

6. **Technology Survey**

Dr. Pham mentioned that maybe in the Fall. IT will send out a technology survey to faculty/students. On a note, Carol Hobson mentioned that the laptop she has, can't update/download and no one on campus is available to help.

7. **Multi-factor authentication (MFA)** – looking into this.

8. **Council Purpose**

- Don't know what the Council purpose is – how can we incorporate this in what we do? – service are outcomes – how soon is this review? – Bala mentioned is done every 2 years
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- Google Folder for Council - Dr. Pham is proposing to have a google folder besides the website and have all the council members access it in order to be able to keep track of everything. Group agreed with the idea – this will be in addition to the website posting.

Area Reports / Requests / Questions

1. Students – David Orta commented he's having a hard time with the student council meeting – spends a lot of time in zoom meetings and technology is really bad, has been requesting for a 360 smart conference camera (owl camera?) thru his department and nothing has been done – can't see anyone in zoom meeting and has a really bad connection, makes it very difficult to take notes – it has become troublesome. Dr. Pham will communicate with student council, and will try to find a solution.

2. Faculty – Carol Hobson – gave a shout out and thanked Bala who helped with the Cidi Labs – at some point will discuss with the accessibility in Canvas.

3. Nancy reported issues with the Wi-Fi network in S113. Deborah asked about the change in wifi where a login is required –looks like the SSID's are being broadcast, but it doesn't really work – was helping a student, and it took a while to figure it out. She also asked about Isupport – can we have a ticket communication sent out again when the ticket is closed again?

4. Liz Morales – reported, there's a new rep for Elumen – will send info on adding attributes, sometime next week

5. Staff reports – none

6. Functional Areas (Student Affairs, Academic Affairs, Admin. Services)

   o Carla met with the design group, will need to move the links in web advisor to the new self-serve (Bala will reach out to them, Carla will forward email to Bala) – Carla needs to meet with Dr. Pham regarding all of their manual updates. Shawn is great in helping, but need to make processes automatic -wants to have her account made into an admin account to manage sub accounts. Said Dr. Crow has agreed to pay for the next 3-years of the chat service. She also asked about the Ellucian app - can we get a Hartnell app so it doesn't confuse students? Early alert link, can this be added to canvas?

   o Sharon asked if faculty are getting their evaluations for Spring? – per Bala faculty will have access until later, only admins and assistants have access - still need access for STEM. She had a question for David T, working with Daniel to get quotes, will funding still be there next year – David replied that state funding will be there for another fiscal year. Testimonial for owl camera

– this will be really useful to have in conference rooms, especially for hiring committees, would like to see them in more places.

- o David – provided an update on the self-entry timecard project – meetings are progressing and testing the system as well. Also, will be implementing the e-mailing of check stubs, starting at the end of May – users will have their own credentials to access the secure/encrypted pdf file.

7. Subcommittee Reports
   a. Online Services Committee - Bala Kappagantula
      Met – April 4th – re: website updates/addition
      Next meeting - May 2, 2022 – Scott's ideas re: college redesign

Announcements: None.

Adjournment – 4:12 p.m.

Next Meeting: Sept 28, 2022