HARTNELLCOLLEGE

Technology Development Council Minutes
December 9, 2020 3:00 – 5:00, Online

Members

Name	Representing	Present	Absent
Dave Phillips	Administration (P) – VP of ITR (Chair)	X	
Mostafa Ghous	Administration (P) - Dean of South County Educational Services		
Carla Johnson	Administration (P) - Dean of Student Affairs	X	
Bala Kappagantula	Administration (P) – Director of ITR	X	
Matthew Trengove	Administration - Director of Institutional Research	X	
Deborah Stephens	Academic Senate – Faculty, Librarian (Co-Chair)	X	
Diane Harley	Academic Senate – Faculty, ESL/English	X	
Elizabeth Morales	Academic Senate – Faculty, Computer Lab	X	
Nicholas Pasquale	Academic Senate – Faculty, Math	X	
Daniel Orta	Associated Students of Hartnell College		
David Orta	Associated Students of Hartnell College		
Jessica Green	CSEA - Curriculum and Scheduling Specialist	X	
Stephen Otero	CSEA - Technology Specialist	X	
David Techaira	Classified Manager - Accounting Manager	X	

Guests

Laura Otero (Instructional Technologist); Estelita Young (Honorlock)

AGENDA

Call to Order & Introductions
Call for Approval of Agenda - approved
Call for Approval of Minutes from November 18, 2020 – accepted with correction to show the LTI rubric was approved
Information / Discussion / Presentations
1. Honorlock proctoring demonstration
   4 aspects - Search & destroy looks for and removes exam content from copy sites (Chegg, etc.); multi-device detection, live proctor pop-in (US-based); Canvas LTI integration and other 3rd parties. $8/user $18/user with pop-in proctor (no minimum) through OEI. DE Committee had concerns about pricing. Does software run on virtual machines? Honorlock runs through Canvas, integrated with Canvas – nothing to install. Dave would like to try using it a virtual lab machine. Bala asked about student privacy concerns. Honorlock does have privacy guidelines. All settings, e.g., record web traffic, require 360 room scan, in Honorlock are optional, and faculty member is the only one who will see the recording. Privacy

concerns are covered in Honorlock training. Diane asked how long the recordings are saved – no longer than 1 year. Nick asked about students who only use smartphones, does this require a laptop? Honorlock is not mobile-friendly; Mac, PC or Chromebook work. Laura asked if instructors can download a copy? Yes. Dave likes that it's configurable at the faculty level. All these questions are addressed in Honorlock training. Dave suggested doing a demonstration of Proctorio in January. Nick thinks DE Committee would be interested in knowing about options to Proctorio. Deborah asked if we could invite faculty who are using proctoring software to a meeting to give us input. Matt asked if we know how many people are using proctoring. Consensus is that the software is needed in certain circumstances despite the privacy concerns.

2. LTI approval process
   Laura will add LTI process to her welcome to the semester email. Laura makes the rubric with scoring public and will notify the requesting faculty. She prefers to enable new LTIs during semester breaks. Matt suggested adding new LTIs to the TDC agenda to have all information in one place. Laura suggested having a standing LMS report to the committee, including updates about new LTIs.

3. Technology Master Plan
   Dave shared his progress on the master plan, next big project will be student support center.

Area Reports / Requests / Questions
1. Students
2. Faculty
   Diane reported a problem with document formats in Canvas. Chromebooks can't access breakout rooms in Zoom after latest update, Carla reported that they are able use breakout rooms again. Dave just got a report that the problem was fixed today. Dave mentioned that some faculty were over-paid; Nick suggested that administration ensure that all faculty get copies of their NIC and regular contracts. Adjuncts get reports of their assignments, but full-time faculty don't. Dave will suggest to Cabinet that full-time faculty get periodic reports.
3. Staff
   Matt would like to update to Tableau Server, received an offer for a free update. Bala asked if Matt has explored PowerBI, which is free.
4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services)
   a. Carla reported that SARS Anywhere is up and different programs are using. Shawn is great in helping troubleshoot.
   b. Need to launch the Probation Workshops link in PAWS
   c. Need to contact Texting Company for the Counseling appointment reminders
   d. At some point will need to chat about how those links PAWS will go into planner (aka PAWS Self Serve)

Subcommittee Reports
1. Online Services Committee
   Bala Kappagantula – met twice this semester, next meeting in February. Reported about SSO, Scott will work on new navigation structure for the website. Guided Pathways will require changes to the website; Program Mapper will need to be integrated.
2. Data Analytics and Reporting Team
   Matthew Trengove – has not met. DART team needs to meet to discuss dashboards. New public dashboards from MSI Datamart. Matt shared the dashboards, but need to make sure data is aligned

before releasing them to the community. Bala clarified that these are reports, not dashboards. Deborah asked about coding for non-binary students; Dave reported that CCCApply is gathering more information about gender identity, but Colleague doesn't have fields for it. Matt explained that small numbers can't be reported due to possibility of identifying specific students.

3. Advisory Research Group

Matthew Trengove – just had wrap-up, making sure that PPA was ready for spring semester. Enacted SAML2 connection to allow all non-faculty to access videos. Matt will present on PPA data at the next meeting; Matt suggested inviting David Beymer to present as well.

Announcements

Renewed Proctorio, Cranium Café and NetTutor through June 2021. Still hoping for state funding

Next Meeting: February 3, 2021.

Adjournment