



HARTNELL COLLEGE

**Technology Development Council Minutes  
May 19, 2021 3:00 – 5:00**

**Members**

<b>Name</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Dave Phillips	Administration (P) – VP of ITR (Chair)	X	
Sharon Albert	Administration (P) - Assistant Dean of Career Technical Education and Workforce Development	X	
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	
Carol Hobson	Distance Education Coordinator	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	X	
David Orta	Associated Students of Hartnell College	X	
Jessica Green	CSEA - Curriculum and Scheduling Specialist	X	
Stephen Otero	CSEA - Technology Specialist		X
David Techaira	Classified Manager - Accounting Manager	X	

**Guests**

Laura Otero  
Anthony Cyplik and Fred Thimme representing Echo360

**Agenda**

- Call to Order & Introductions
- Approval of Agenda-approved
- Approval of Minutes from March 17, 2021—no corrections
- Information / Discussion / Presentations
  - 1. PDC/LMS Report – Laura Otero
    - a. New annotation feature in Canvas, students can comment on document provided by faculty. Not fully accessible, instructors need to provide a secondary option for students to submit if they use a screen reader. Similar interface as SpeedGrader. Diane – can multiple students

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- comment on same doc? Laura doesn't think so, but will be clear in forthcoming documentation.
- b. New template for courses, like blueprint for courses, but that product would overwrite instructor content. New feature can put template in each new course shell. Asked for feedback from DE committee, but none yet. Will take to Academic Senate. Diane – does this replace PDC course templates? New feature means that Laura can create courses based on template instead of blank course. Template will have guidance of what should be included. Laura suggests using existing PDC course template as starting point. Deborah – what is being asked at Academic Senate? What do we want to put into this to make it better? What is next step – can we just put a template in courses? Check with Academic Senate first.
2. Next meeting date – Dave Phillips
    - a. Dave will ask Lucy to find a different Wednesday that doesn't overlap with other meetings
  3. Echo360 demonstration – Dave Phillips
    - a. Classroom management software, lecture capture, interactive classrooms, student interaction, analytics. Education company, only sells to academic market. “Enhance engagement before during and after class.” LTI with Canvas, recorded lecture capture of what instructor presents during class as well as camera. Machine-generated transcript, searchable. Student interactions – digital notepad with timestamps of video. Questions feature – seen by all students (can be anonymous to other students), others can like questions or answer. Instructor can also provide answers. Students can send “confused” feedback so instructors can see which parts most students find unclear. Distance learning, software to create videos from home. Use case for in-classroom students – can still take notes, ask questions, flag “confused”, while remote students watch from distance. Daniel – is instructor notified about questions during the lecture? Yes, can bring up discussion panel next to presentation, can also see “confused” flags. Could be used to teach at multiple campuses. Embed lecture videos into assignments in Canvas and insert quiz questions. Question pauses video until answered, immediate feedback. 5 types of questions multi choice, free responses, image based, ordered lists, numeric. Can require students to explain choice/answer. Student video project – student creates recording with Echo360, record, upload, or pick from personal library. Instructor watches video in SpeedGrader and provides comments. Echo360 allows time stamped comments on video. Video submissions in discussion as well, all students can view and comment. Question – screen readers? Fully functional with screen readers, supports keyboard shortcuts. Transcription? Using amazon service 86%-90% accuracy not WCAG 2.1 compliant, but has transcript editing tools. David O - can students make comments on transcript errors? Can extend editing rights to students, assistants. Transcript editing tool does have version control. Within user library – searchable, supports various types of content, videos, slides, presentations. Share video with individuals, via links (public or limited), into courses, custom groups. Analytics – student responses to polls, aggregate and individual results, download to csv. Analytic data capture everything the students do - viewing, note taking, flags, attendance in person, polls, discussions. Engagement ranking to spot students at risk. Push poll scores to canvas gradebook. David O. – can students make notes on pre-recorded videos? Yes. Size limit on library? Unlimited storage for library. How long is content maintained? Usual license agreement is 2 years from time content is published. Can negotiate longer terms. How does camera work in lecture

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capture? Application can run on laptop or podium computer, use USB devices, IP cameras, built in webcam. 2 inputs – display and camera, video and display, 2 cameras, 2 displays, or screen only. Dave – new classrooms being set up with infrastructure for capture.

Daniel – is content downloadable for edits? Can download in mp4. Edits can be done in online editor. Save edits as new file without overwriting original. David O – is content available to students after course ends? Configurable by institution. Would be helpful for students in sequential courses. Students have access to notes. Can access courses in Echo360 outside of Canvas.

Send additional questions to Dave

Debrief – Matt: video editing is good feature. Nick: looks well-integrated into canvas. Carol: How does this compare to Canvas Studio? Trying to find solution for mixed courses, some students at home, some in class. Stream classes to satellite campuses instead of instructors needed to travel. Carol: will need to go through Academic Senate and DE committee to address concerns with mixed course issues.

More support for AV with lab technicians reclassified as AV techs. Laura: overlap with canvas studio but has advantages, especially unlimited storage, state funding for studio ends next year. Diane: video editor looked much easier to use than Studio. David O: looks much easier to use – confusion flags, making notes. Using note-taking software called Glean, but needs to make own recording. Time stamps on key moments of videos to help students with disabilities, built in to interface instead of making notes on notecards. Daniel: looks like really good tool from student perspective; ability to raise questions during lecture.

Nick has f2f class scheduled in fall, students are already contacting him about remote attendance. Problem is there no state code for courses with students in class and remote. Jess : if course is coded as f2f, must comply with that.

Next steps? No funding at the moment. Had a deficit, state funding is still in flux. Faculty is pushing to keep funding in place for Studio.

### **Area Reports / Requests / Questions**

1. Students
  - a. David – can we revisit 360 in fall? Will put on September agenda. Status of requested ASHC Canvas shell? Bala – students as teachers would expose student IDs. Concern was sent to Augustine. Want to use shell as a communication tool. A student club has a course shell – very well organized, would like to have same. Dave, Laura, Bala, and Augustine will work together to get shell set up. Laura will give Augustine the shell and he will manage students.
2. Faculty
  - a. Nick – follow-up for Math dept. received money, looking at TI smart view. Still need TI calculators, not internet-enabled, good for exams. Demonstration tools to help students learn to use the calculators. Get licenses for software on faculty laptops and classroom computers in rooms where math is taught. Miguel-Angel reached out to Dave, will work on it and get money spent by June 30. If it is a recurring fee, what happens next year? Because money is one-time. – Math department is looking at purchasing perpetual license, not subscription.
3. Staff
4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services)

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- a. Carla – 4 different plans for summer – eztexting for text messages to students for counseling appointments. Opt-in to text reminders. Can also use it for other texts. SARS early alert systems – very basic, should provide basic functions needed, get 1-2 faculty to pilot in the fall then roll over more widely. Dave: 12-15% increase in student success/retention when implemented at Gavilan. Planning migration from PAWS WebAdvisor to PAWS SelfService
  - b. Sharon – thank you for ADJ and California virtual campus to solve data upload problem, so that programs display to students across California. Similar problem with MyPath, now fixed, data probably coming from datamart, not sending directly. Job speaker is in progress
5. Subcommittee Reports
- a. Online Services Committee  
Bala Kappagantula – no report
  - b. Data Analytics and Reporting Team  
Matthew Trengove – no DART meetings this spring. Developed dashboards in Flexit. Office wanted to create personal dashboard in Flexit, but need team to review first. Quality control of new tools.
  - c. Advisory Research Group  
Matthew Trengove—created Flexit dashboard that compares student success from summer 17 to now broken out by gender and race/ethnicity. For SSEC, may provide for PPA process. Contact Matt with issues with Flexit. Dave suggested maybe having Flexit office hours. Laura worked with Stan for Cognos training, would be happy to work with Matt for something similar. Three departments have requested dashboards. Is there money for Andrew to make some corrections? Yes

**Adjourned**

**Next Meeting: TBD**

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