



HARTNELL COLLEGE

**Technology Development Council Minutes
September 22, 2021 3:00 – 5:00**

Members

Name	Representing	Present	Absent
Dave Phillips	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	
Nicholas Pasquale	Academic Senate – Faculty, Math	X	
Lupita Rodriguez	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

Agenda

Call to Order & Introductions

Handbook review

Approval of Agenda-approved

Approval of Minutes from May, 19 2021— approved

Faculty Co-Chair election – Deborah Stephens elected unanimously

Information / Discussion / Presentations

1. PDC/LMS Report – Laura Otero

a. none.

2. Technology Master Plan – Dave Phillips

a. Had been working on it pre-pandemic, need to pick back up. Should plan still cover 2019-2024? Is five years too long? Should it cover 2019-2020? Decision: 2019-2025, functionally three years,

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will include projects accomplished 19-20

Arrange by goals instead of areas, keep evaluation with goal. Phases for order of projects.

Volunteers for subgroup – David Techaira, Ana Valles, Cecilia Vazquez, Bala Kappagantula, Nancy Wheat, Carol Hobson, Deborah Stephens, Lupita Rodriguez, Elizabeth Morales, Mayra Almodovar, Cheryl O'Donnell

Area Reports / Requests / Questions

1. Students
 - a. Review of applications used in STEM courses, project to evaluate all currently in use.
2. Faculty
 - a. Nick – microphones for instructors teaching face to face with masks on? Some have been received and are being distributed to faculty.
 - b. Deborah – technology refresh for faculty? Trying to supply newer models for faculty, new order coming in. request replacement through ITHelp
 - c. Carol – Office 365 for students? Hartnell is Google shop, doesn't work to run both. All lab computers have Office, can access through virtual, but challenging for students with storage. MS Access is not included in 365. Having issue with MS license on faculty laptop, has a ticket open. Faculty decided to implement YouDolt as accessibility tool; free version? Going forward to Academic Senate, DE committee. Add regular report-out from DE Committee to TDC agenda. Quotely (?) search problems for our courses in state-wide virtual college, our link is pulled from a static csv file, they want a live link. It's updated periodically by Dave; is there a better, dynamic way to transfer data? Local classes should appear at top, Quotely is working on it.
3. Staff
 - a. Dave – board approved mandated vaccinations. IT looking for a way to track status, six different vendors, price from free to 10K per month. Colleague will be updated with info, students who are marked as not vaccinated will be blocked from registration. Or could write in-house version to hook directly to Colleague, but why not use existing products. Need to publicize to students to give them the opportunity to get vaccine. Request for exemption – medical will require doctor's note, religious will be open, not able to restrict. Will we require regular testing for unvaccinated? Still need vaccine even if you've had COVID, no exemption for that. Applies to all students, even if fully online.
 - b. New electronic IDs – adaptations made to areas, e.g., cafeteria, printing to allow IDs to work. Library needs to be addressed. Student Life is no longer printing physical cards, but board wants students to have physical cards.
4. Functional Areas (Student Affairs, Academic Affairs, Admin. Services)
 - a. Sharon – CurricuNet is spinning a lot. We've purchased CourseLeaf to replace, but won't be live until next year.
Tenure review materials will be in SharePoint, available to teams October 4. Need to train tenure review committee; are converting PDFs to adobe forms.
Program mapper is out of sequence because courses couldn't be offered. How to fix sequence in Program mapper? No process yet for faculty requests, only making changes to maps for errors. Using mapper for scheduling, faculty wants it to be accurate. Need admin to decide how this will be handled. Discipline faculty and counseling faculty will need to work together to make

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updates.

5. Subcommittee Reports

- a. Online Services Committee
Bala Kappagantula – first fall meeting is October 4. Meta-majors update over the summer.
Working on navigation structure
- b. Data Analytics and Reporting Team
Matthew Trengove – none
- c. Advisory Research Group
Matthew Trengove— hasn't been meeting, does the group need to be revitalized?

Adjourned

Next Meeting: October 27, 2021

DRAFT

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