EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
MARCH 10, 2015

> The Academic Technology Committee is a sub-committee of the College Technology Committee and the Academic Senate that focuses on the academic technology needs of the college.

Members Present: Pete Marcoux, Virginia Rapp, Elana Azose, Dawn Charman, Alice Grigsby, Noreth Men, Kristine Numrich, David Pahl, Soshanna Potter, Daniel Shrader, Howard Story, Michael Wynne

Members Absent: Francis Baylen, Lyn Clemons, Joyce Dallal, Dwayne Hayden, Lisa Mednick, Dave Murphy, Kendyl Palmer, Sabra Sabio, Margaret Steinberg, Claudio Vilchis, Will Warren

Recorder: Laurie Linka

The Academic Technology Committee meeting was called to order at 12:37 p.m.

It was reported that the Technology Conference was held on February 13, 2015, and was well attended, although slightly scaled down from previous years. It was enjoyed by all, and much information was shared. There were, however, some technical issues, and the keynote speaker had internet problems with her video-rich presentation.

Faculty laptops
J. Higdon has asked for input on the different models of laptops being looked at. A new Dell out right now has been receiving good reviews. It was noted that all ECC techs are certified by Dell, so they would be able to fix malfunctioning pcs without breaking warranty.

PlanNet report
PlanNet, the consulting firm that has been reviewing the state of technology on campus, has made their recommendations. These include reclassifying the IT director position to CIO, and moving Distance Education under the CIO. The company focused on IT during its review. More studies are needed in the areas of media services and the small support staff.

There was discussion regarding technology problems in the classrooms – when something goes wrong, instructors may not know how to diagnose the problem and, as a result, it is not clear who should be called to troubleshoot (computer, network, or media).

There were more recommendations / reports from PlanNet:
- Move campus email to third party
- Etudes site – did poorly
- MyTeam site – did poorly

As far as these issues go, there was insufficient input from ECC. PlanNet did give a good response in describing the Academic Technology Committee.

P. Marcoux stated that in the Humanities building, there is no wireless in the classrooms, only in the hallways. The issue is no hubs in the classrooms. Administration is aware of the Wi-Fi issue on campus.

According to PlanNet, there would be three phases of changes. This includes a $2.2 million one-time start-up cost and a half million dollar increase in salaries.

Thin client in-computing stations
The library uses thin-client computer terminals, which quite often are dysfunctional. When the systems are not working, library personnel are unable to assist students. The station at the Public Services desk is more often than not not working, and reverting to using paper and pencil is a reality. After some discussion, the committee recommended raising the subject at the next College Technology Committee meeting.

The recent campus-wide small power outages were discussed. Some committee members were concerned about the lack of communication regarding these occurrences, and who should be contacted when they did occur. The surges have burned hard drives, and surge protectors are being added to Business labs and classrooms, at the cost of approximately $160.00 each.

Software applications update (i.e. Java, Adobe Reader, web browser, etc.)
N. Men voiced concerns that the library has no access rights. This means when an administrator is required for software applications updates, IT must be notified (this is a low priority for them). When this happens, and students require Adobe Reader, they are unable to open.

MS Office upgrade timeline
At the Technology Conference in February, new software applications were presented. The committee discussed what the next step is at ECC. At this time, we have 2010. Will there be an upgrade to 2013? It was mentioned 2013 may be skipped, and instead go to Windows 8. It was stressed that there would not be any updates anytime soon.

Video streaming video/film collection for some disciplines
In regards to the library's media collection, N. Men stated the library wants to move forward to films on demand. Is the campus network big enough to handle this conversion? It would be especially beneficial to faculty and Distance Education. The committee discussed using a YouTube or Google channel, developing a budget for this, and the availability of I-grants. H. Story told the committee that we still use the Telecom repository – type in the subject and the information becomes available. It was suggested we do a pilot, as the infrastructure is in place. We can build content as we go, working it into the course management system.

Other business
S. Potter spoke of technical issues in regards to class enrollment. It seems there is a loophole that allows for multiple waitlisting. In addition, if a student is projected to pass a class, then fails that class, they are not released from the course. Prerequisites should be checked. This should be a software fix. Bottom-line, this is a Datatel issue. The waitlist option issue, which should not be allowed, will be presented to the College Technology Committee.

There was discussion about faculty needs in regards to laptops. We should get their input and give them choices. A survey will be created by the next meeting. This should include choices for weight,

size, additional features, processing. I. Graff from Institutional Research will assist. By the end of this year, the majority of faculty laptops will be out of warranty. President Fallo wants the process complete prior to his retirement.

Since new members have been added to the committee, all members present re-introduced themselves.

The next meeting of the ATC will be held in April. Members will be notified.

The meeting was adjourned at 1:42 p.m.