

**EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
OCTOBER 15, 2020**

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: Loic Audusseau, Elana Azose, Nzita Bell, Ryan Carey, Lyn Clemons, Joyce Dallal, Nancy Freeman, Ryan Gan, Briita Halonen, Brian Krause, Tiffanie Lau, Marlow Lemons, Pete Marcoux, Crystle Martin, Kristine Numrich, Richard Perkins, Carolyn Pineda, Janice Pon-Ishikawa, Claudio Vilchis, Michael Wynne.

Review Minutes

All in favor to approve the minutes with revisions.

Reminder: This Weekend's Firewall Upgrade

The firewall upgrade maintenance is going to take place this Sunday, October 18, 2020. Between the hours of 7am and 3pm, services for ECC website, MyECC, Canvas, Colleague, and VPN will be disrupted.

It was suggested to inform the faculty of the disruption of services, as they let students submit work on the weekends on CANVAS. All services should be back working after 3pm on Sunday if there are not issues with the upgrade.

It was explained that if anyone is already logged onto Canvas and working on campus at 7am or before 7am, you will be able to continue to work on it because Canvas is hosted outside of the college. But, if you come in at 8am or 9am and try to authenticate, you will not be able to do that. The maintenance will only affect Canvas authentication. It was recommended for an email to be drafted and send to all the faculty, an email that includes all of these details and to let them know how it is going to affect instruction, especially for those that are doing asynchronous instruction. The faculty could offer to have their students to turn in assignments over the weekend or do some work on their canvas sites. Crystle Martin will have Moses send out the email to the faculty.

Introduction: Technical Services Supervisor (starting on 10/20)

The search committee for the technical services supervisor position is now completed. They have recruited a new supervisor for this unit. Blake Vanroom is currently a supervisor of the technical services at La Mirada Unified School District. B. Vanroom will begin his position at ECC next Tuesday, October 20, 2020. L. Audusseau will invite him to our next ATC meeting to introduce him to everyone. This position will be permanent. Interim supervisor, Nzita Bell will go back to his initial position, and B. Vanroom will be the new supervisor, and is replacing the previous supervisor, T. Brown.

There is now a vacancy in the application development services unit. Former supervisor V. Vasquez resigned and accepted a position at another community college. The application development services position is responsible for Colleague system, MyECC, the data warehouse, all the data reports, and application consulting. They do a small scale of application development. As a supervisor, L. Audusseau will be taking over this unit, if there are any requests for anything, COVID-19 related or data related, please reach out to him at Laudusseau@elcamino.edu.

Update on classroom technology for remote instruction

- There are some concerns, mathematical sciences division, has no windows and ventilation is very low. Because of COVID-19, class capacity will significantly decrease. However, it is possible that students could still go back to person-to-person instruction. It was questioned, how can the necessary technology be added to the classroom for more students to attend the person-to-person classes, and because of the capacity, they can be redirected to other areas on campus.
- M. Lemons and C. Martin have discussed where students can do to the library and use any areas/rooms that are open where social distancing is possible and still be able to remote into the classroom and participate in live lecture.
- There is a grant being requested to use for the necessary technology. Steven will try to find ways to reduce the cost to make that project happen. Since the last meeting, M. Lemons was able to get in contact with some of the IT staff and management at Virginia Tech and was very fortunate to introduce them to chief L. Audusseau and N. Bell by email. A meeting will be set up with them via zoom to get ideas from them because they have had this technology since 2009, possibly ask them what vendors they use, and they will probably need to know what the parameters are and the dimensions of the classrooms and they can give us their feedback to get this started. A decision needs to be made soon, such as the amount that needs to be asked for grant, it is due on October 20, 2020, but the meeting with VT ITS staff will be after the October 20, 2020 due date. It was suggested to do as many classrooms with the estimated amount that gets approved. It was explained, that the MBAH building has many classrooms, in which 30 classrooms are assigned for the math division, and there are still many classrooms that are used by the business division and health (nursing). The amount of \$25,000 was estimated per classroom, given it is from scratch, but at times will not be the case. It was mentioned if the grant is approved, the rooms can be distributed with the other divisions in the building.
- It was recommended for each representative to find out how many classrooms are involved in each division that are used. That will help and see if the specific technology is needed because there are classrooms that are more advanced than others, as well any issues or concerns that the building might have, such as ventilations issues. M. Lemons is requesting for this information to be ready to discuss on the next ATC meeting, November 19, 2020.
- Ipads, Chromebooks and HP laptops are being used in the classrooms. The concern is how will the students remote into the classrooms when they cannot go into the classroom due to the capacity. It was mentioned that students can log into zoom using the iPad, the teacher would need to click on new share and then click on iPad and then they can see what they are drawing on the iPad. M. Lemons clarified the confusion, and explained that how will students see the board when they are remotely in the classroom. The equipment

that M. Lemons mentioned are two huge cameras that can be installed to the ceiling and it will show the entire board. There is another camera in the front that is showing the back of the room that will show the students, in case they ask questions.

- M. Lemons spoke with the ITS staff at VT, they are using a package from Zoom room that contains all the accessibility features to accommodate their students with disabilities and was suggested to use at ECC.
- It was recommended to mention at the VT meeting, the accessibility for instructors who might have to use the technology in a different way because of their methods of accessing the information because they are using it different formats. Also, to mention at the meeting the ADA on the instructors side as well as the student side.
- N. Freeman had some concerns in regards to the classrooms in the Natural sciences division, for example, social distance, ventilation and the labs. It was questioned how will the new technology work if students are in different part of the campus. It was explained, when approved to return to campus, the concern is that the classroom capacity will decrease due to social distance, in result of that, there will be a total of 13 students allowed in the classroom. When it is time for lecture, if there are 29 students waiting to go into the classroom, 16 students will have to the library and log in remotely and participate and still see the live lecture if denied access to the classroom. At VT, this made it optional for the students to go to campus or not and if they felt comfortable going. Students do not have to go campus for this, they can stay home. This can also help with students with disabilities.
- This will be a long-term plan and need to begin working on this to prepare.
- It was suggested, instead of investing \$25,000 worth of equipment for 30 classrooms on one floor for three floors, it would be better to do 5 or 6 classrooms and then put the money towards jobs for a part time person or student workers with video cameras. This can create jobs to part-timers who lost their jobs. Again, the \$25,000 is an estimate, it can be less or it can be more, depending on the existing equipment in the classrooms. The estimate includes a projector, screen, podium, audio converter and video converter, everything that has to do with song and video, computer and cameras.

It was recommended, since many of the classrooms already have all that equipment, can the instructors use the iPads to write so the students who are remote can see the board and then they can put the iPad under the doc cam that's already installed in the classroom so that they can project it onto the wall. M. Lemons explained that in the math division, the iPads are old and do not have a stylus pen. T. Lau mentioned that there could be other ways that are more cost effective. It was explained that some faculty do not want to use the technology and would rather want to continue to use the whiteboards or chalkboards. The computers in the math division do not have the capability with the stylus where you can write on it. It was suggested to keep some classrooms as they are for the professors who want to use the chalkboard and that refuse to use the iPad, and just have student workers or whomever with the video camera and microphones and take care of all the technology, all the professor needs to do give the lesson.

- It was mentioned, that the studios in the art department are poorly equipped, most of them do not have a screen or a projector and because of that they do have portable projectors that can be reserved and checked out.
- It was recommended to look for less expensive option and use student workers or people in programs on campus. There was a concern, that would be a huge amount of students

workers, given that the math division has 200 plus sections. It was mentioned that the student workers or part time worker option could be for professors who opt into having the chalkboard room. It was suggested for faculty to be surveyed now on which classroom would they prefer, the iPad model, the fancy room model or the chalkboard option. That would give a clear idea on how many student workers and part time workers are needed and how many certain classrooms need to be equipped with the technology, there can be multiple options.

- It was recommend to have other divisions invest in a few classrooms and not think about which building it is necessarily in and everyone can work together, and the 25-Live is supposed to be a great scheduling tool.
- It was questioned if instead of equipping the classroom, if there can be a way of providing the instructors with equipment that they can bring into the classroom. That would give the instructor flexibility of teaching in the classroom and teaching at home. The problem is that technology is not given to the part time instructors and there are a large portion of teaching faculty. This is a practice and there is no policy.

Educational Technology Conference

M. Lemons will send out a survey using quadrics to the committee to decide on the date for the Educational Technology Conference.

The options will be March 5, 12, 19 or 26 of 2021. For some context, March 5 is week 3 of the semester.

At the next ATC meeting, November 19, 2020, there can be a further discussion on what the conference might look like.

- **2020 Conference reflections**
- **2021 recommendations and planning**

Faculty Lap Top Update

K. Numrich mentioned that the warranty on her laptop will expire in January 2021 and was hoping she could get an updated lap top. L. Audusseau asked if this can be emailed to him directly for further discussion. Regarding upgrading faculty and staff laptops there are no details at the moment and currently there is no stock in ITS.

It was suggested if it was possible to get laptops with touch screens. The plan is to actually put a budget together and see whether the college can afford it, which would look into replacing all faculty laptops that are older than five years old and that are out of warranty.

Tech Survey

It was decided that instead of doing a separate distance education online survey and technology survey, it would just be 1 survey. Both surveys will be combined to address both issues. At the moment, they are working on the revised draft, then it will be sent to Moses and Crystle for review and then it can be distributed in early November 2020.