



# Academic Technology Committee

## Agenda Sheet

**Facilitators:** Stephanie Burnham (Co-Chair)  
Marlow Lemons (Co-Chair)

Date: May 26, 2023  
Time: 9:00am

**Notetaker:** Janet Quezada

Location: Zoom

### Attendees:

<input type="checkbox"/>	Loic Audusseau	<input checked="" type="checkbox"/>	Felipe Gutierrez	<input type="checkbox"/>	Carolyn Pineda
<input checked="" type="checkbox"/>	Elana Azose	<input checked="" type="checkbox"/>	Tiffanie Lau	<input checked="" type="checkbox"/>	Janice Pon-Ishikawa
<input type="checkbox"/>	Jonathan Bryant	<input type="checkbox"/>	Marlow Lemons	<input type="checkbox"/>	Hiep D. Tran
<input checked="" type="checkbox"/>	Stephanie Burnham	<input type="checkbox"/>	Dean Lofgren	<input checked="" type="checkbox"/>	Claudio Vilchis
<input type="checkbox"/>	Ryan Carey	<input type="checkbox"/>	Mark Malonzo	<input type="checkbox"/>	Oscar Villareal
<input checked="" type="checkbox"/>	William Carter	<input type="checkbox"/>	Andrea Micallef	<input checked="" type="checkbox"/>	Moses Wolfenstein
<input type="checkbox"/>	Nancy Freeman	<input checked="" type="checkbox"/>	Kristine Numrich	<input type="checkbox"/>	Michael Wynne
<input checked="" type="checkbox"/>	Ryan Gan	<input checked="" type="checkbox"/>	Richard Perkins	<input type="checkbox"/>	

### Agenda:

1. Approve minutes from the last meeting
2. Present finalized Senate resolution
3. Set days/times for Fall meetings: third Fridays of the month 9-10 am (9/15, 10/20, 11/17, 12/?)
4. Confirm participation in next year's ATC Committee.
5. End of year report for ATC
6. Introduce Project: Tech Request Flowchart
7. Discuss conference theme, keynote, etc.

**EL CAMINO COLLEGE**  
**MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING**  
**MAY 26, 2023**  
**MINUTES**

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.

**Approve minutes from the last meeting**

- All in favor of approving the minutes from April 21, 2023.

**Present finalized Senate resolution**

- ATC members reviewed the final draft of the Senate Resolution.
- Senate Resolution draft was passed.
- Next step for the Senate Resolution is to get it on the Council of Deans.
- Claudio Vilchis introduced Felipe Gutierrez
  - Felipe is the new Supervisor of Technical Services at El Camino College.
  - Has 25 years of supporting technology and higher education at Otis college Art and design in Los Angeles.
  - F. Gutierrez will now become an active member of the Academic Technology Committee.
- S. Burnham displayed the list of Disciplines currently considered to be affected:
  - Architecture
  - Computer Science
  - Computer Information Science
  - Data Science
  - Digital Arts
  - Games and Playable Media
  - Journalism
  - CADD

- Fashion

These departments will need more conversation and consultation when it comes to upgrading their equipment. The standard still needs to be updated, as of now S. Burnham will reach out to the departments to follow up on their needs. But when the Flowchart gets introduced, the point of contact for faculty will be going to the Deans directly for needs such as yearly planning and requesting services. Faculty have the right to have an input on what technology gets added.

- S. Burnham will provide W. Carter with a software inventory list. F. Gutierrez and his team will begin developing a document that will include the software the departments are using and the equipment's lifespan.

#### **Set days/times for Fall meetings: third Fridays of the month 9-10 am (9/15, 10/20, 11/17, 12/?)**

- Academic Technology Committee members voted on the Fall 2023 ATC meetings.

#### **Confirm participation in next year's ATC Committee.**

- All members of the committee confirmed participation in next year's ATC Committee.

#### **End of year report for ATC**

- Academic Senate is requesting a summary of activities for Spring 2023. S. Burnham will provide them with a document that includes the summary of activities that also includes the Objective and Scope and the Purpose of the Academic Technology Committee. ATC members suggested additions and changes to be made to the document.

#### **Introduce Project: Tech Request Flowchart**

- S. Burnham introduced the flowchart to the Academic Technology Committee Members.
- The flowchart will be a clear distinction about when faculty Deans division reps are looking to get and procure recent technologies. There is a specific process, and this flowchart will help everyone understand the process as well. The flowchart will be presented to the deans sometime in the Fall of 2023.

#### **Discuss conference theme, keynote, etc.**

- Educational Technology Conference, March 29, 2024.
- Location: Library
- Theme and breakout sessions recommendations:
  - Hy-Flex
  - Partial Hy-Flex
  - Keynote speaker should be Hy-Flex.

- Concern: If the conference is all Hy-Flex, few people will log in and catering might not be necessary.
- W. Carter will provide S. Burnham with a list of classrooms that have Hy-Flex equipment.
- Please email