



Technology Committee

MINUTES for Thursday, September 19, 2024

2:00 p.m.

Zoom

Members Present:	Ingrid Greenberg, Michelle Gray, Letrent Catchings, Jacqueline Sabanos, Jessica Luedtke, Damella Abbott, Eric Miller, Franklin Garrett, Maureen Rubalcaba, Rodolfo Sanchez.
Members not Present:	Johanna Gleason, Janet Foster, Cindy Ybarra,
Guests:	Jessica Varnado-Swall,
Recorder:	Patricia Lopez

AGENDA

Call to Order 2:03 p.m.

1. Welcome/Introductions

2. Approval of Agenda

DISCUSSION	<ul style="list-style-type: none"> - Damella moved to approve September's agenda and VP Sabanos moved to approve. Agenda was approved by the Committee.
CONCLUSION	<ul style="list-style-type: none"> -Three more items were added to the agenda, <ul style="list-style-type: none"> • Microsoft Licensing for Adjuncts • Technology Bar • Issues with Campus Connect

3. Committee Responsibilities

DISCUSSION	<ul style="list-style-type: none"> -The Technology Committee assesses the current status of technology in the delivery of services to San Diego Continuing Education students and develops a strategic information technology plan. -The committee serves in an advisory capacity to faculty, staff and administrators on matters pertaining to instructional, administrative, and student services computing, telecommunications and other technologies.
CONCLUSION	

Old Business

4. Review of Membership

INFORMATION	<ul style="list-style-type: none"> - VP Sabanos reviewed the current technology membership, noting there is a missing associate student position. - Jessica Varnado-Swall updates on faculty members, with Johanna Gleason and Mary Burns unable to continue, and Manu Park Gohar joining as a new member. - Michelle Gray confirms Rudy as a proxy for Trenton, and Eric Miller volunteers to replace Monica Cueva.
-------------	---

5. Fraudulent Students

INFORMATION	<ul style="list-style-type: none"> - Ingrid Greenberg raised awareness about fraudulent students who sign up for both online and on-campus classes to collect financial aid. - Both DE and on-campus, at credit colleges. In-person fraud: Sending instructors emails saying, 'I'm "going on vacation" for the first couple of weeks but please keep me on the roster'. So VPI responded, that's not acceptable. - Cuyamaca College created a resource for faculty.
-------------	--

	<ul style="list-style-type: none"> - CCC Apply uses ID.me. - So far, SDCCE has not seen fraudulent students trending. However, SDICCCA DE subcommittee members at 9/6/24 meeting discussed that fraudulent students might want to access MS 365 accounts by joining SDCCE class. Members discussed that adding MFA layers/ID.me to block fraud, will likely add technology barriers for low literacy students. - All colleges have students who don't have the technology and skills to address new MFA layers. - Michelle Gray discussed the issue of students signing up for multiple classes they cannot attend. - Eric Miller mentioned the use of Zoom recordings for instructional purposes and suggests downloading them for long-term storage. - Ingrid Greenberg suggested guiding faculty on strategies to screen out inactive students in online classes
CONCLUSION	
Action Item [Who?]	
6. Accessibility of Web Content and ADA	
INFORMATION	<ul style="list-style-type: none"> - Ingrid Greenberg introduced the topic of ADA compliance and the need to update web content to meet new federal requirements. - Ingrid Greenberg provided links and information regarding ADA compliance.
CONCLUSION	-
Action Item [Who?]	- Members are asked to review the provided links and discuss in detail in November.
7. Zoom will delete recording before July 31, 2024m effective October 1, 2025	
INFORMATION	<ul style="list-style-type: none"> - Ingrid Greenberg informed and discussed the upcoming changes to Zoom recording policies, with recordings being deleted after one year. - Eric Miller suggested downloading Zoom recordings for long-term storage or using Canvas Studio or YouTube. - Ingrid Greenberg confirmed that Canvas Studio is a good option for storing recordings, but streaming from OneDrive is limited to 90 days. - The committee discussed the need for alternative storage solutions for Zoom recordings.
CONCLUSION	
Action Item [Who?]	
8. Canvas Single Sign On. See Professional development	
INFORMATION	<ul style="list-style-type: none"> - Ingrid Greenberg highlighted the progress made with Canvas single sign-on and the support provided by the online faculty mentor team.
CONCLUSION	
Action Item [Who?]	
9. POCR: Good News: SDCCD is POCR certified	
INFORMATION	<ul style="list-style-type: none"> - Ingrid Greenberg announced the district's recent Peer Online Course Review (POCR) certification, enabling promotion of classes on the state-level cross-enrollment website, cvc.edu. - Ingrid Greenberg informed that the state-level platform does not currently include non-

	<p>credit colleges, but efforts are being made to include them.</p> <ul style="list-style-type: none"> - Dean Maureen Rubalcaba mentioned ongoing communication with the state chancellor's office to advocate for the inclusion of non-credit classes.
CONCLUSION	
Action Item [Who?]	
10. Calendar of Meetings	
INFORMATION	<ul style="list-style-type: none"> - The committee reviewed the calendar for November and confirms the meeting date and time.
CONCLUSION	
Action Item [Who?]	
11. Microsoft Licensing for Adjunct	
INFORMATION	<ul style="list-style-type: none"> - Ingrid Greenberg discussed the Microsoft licensing for adjunct faculty, noting the current A1 license has fewer features than the A5 license. - Adjunct faculty are advised to submit a request for an A5 license through the IT service desk form.
CONCLUSION	
Action Item [Who?]	
12. Technology Bar	
INFORMATION	<ul style="list-style-type: none"> - Le Trent Catchings informed the tech bar has been received with great success. - The technology bar services are expanding to virtual support for online students, with other colleges also adopting the model. - Le Trent Catchings provided updates on the technology bar hours and the need for signage to indicate changes in locations. - Due to high demand tech bar will be offering different times and will soon be announce. - The technology bar aims to be welcoming to both students and staff, offering assistance with various technology-related issues.
CONCLUSION	
Action Item [Who?]	
13. Issues with Campus Connect	
INFORMATION	<ul style="list-style-type: none"> - There have been some issues with Campus Connect throughout the different CE Campuses.
CONCLUSION	
Action Item [Who?]	
14. Adjourn & Next Meeting	
INFORMATION	<ul style="list-style-type: none"> - Meeting was adjourned at 3:03 p.m. - The next Technology Meeting will be On Thursday, November 21.
CONCLUSION	
Action Item [Who?]	

8. Adjournment Meeting adjourned at 3:03 p.m.	

NEXT MEETING:
Thursday, November 21, 2024. – 2:00 p.m.
Zoom

Minutes submitted by:

Minutes approved: