Educational Technology Committee  
November 21, 2024 (draft)

| **Name** | **Location** | **PR/EX** | **Name** | **Location** | **PR/EX** |
| --- | --- | --- | --- | --- | --- |
| Jamey Nye (Co-Chair) | DO |  | Morgan Murphy (Co-Chair) | DAS | x |
| Pamela Bimbi | ARC-DE | x | Shar McCarrol | ARC | x |
| Alice Dieli | ARC | x | Lori Hokerson | ARC |  |
| Michael Holmes | ARC | x | Jena Trench | CRC |  |
| TBA | CRC |  | Steve McDowell | CRC |  |
| Gregory Beyrer | CRC-DE |  | Tyler Rollins | CRC-Adm |  |
| Rebecca Mendell | FLC | x | Jennifer Kraemer | FLC |  |
| TBA | FLC-DE |  | Angela Prelip | FLC |  |
| Carlos Lopez | FLC-Adm |  | Jennifer LaFlam | SCC-Adm | x |
| Charles Whipple | SCC |  | Kandace Knudson (Alt.)/IAC | SCC | x |
| Norman Lorenz | SCC | x | Brian Pogue | SCC-DE | x |
| Tak Auyeung | LRCFT |  | Patrick Crandley | SCC |  |
| Karen Tercho | Librarian | x | Manveer Bola (Co-Chair) | DO-AVCIT | x |
| Frank Kobayashi | DO-AVCI |  | Guest: Paula Cardwell | DAS | x |
| Guest: Kevin Wong | DOIT | X | Guest: Nicole Woolley | CRC | X |
| Guest: Leslie Reeves |  | x | Guest: Liz Stevenson | CRC | x |

**Welcome & Announcements**

The zoom meeting was called to order at 3:00p.

**Approval of Agenda and October Notes:**

The agenda for the day and notes from the October meeting were approved.

**Informational Updates:**

* DOIT & LMS – DOIT provided updates on current projects including: (1) Pronouns Option in Microsoft products has been enabled; (2) DSPS Application System – researching existing features and possible replacements is ongoing as well as discussion on whether a custom or commercial tool would best suit DSPS’ needs; (3) Assumption of Risk Waiver – pending AVCI’s approval; (4) Class/section list serv – pending AVCI’s approval; (5) Fraudulent Enrollment Form – form is now in Service Central to begin investigation into possible fraudulent students – ways to advertise and the process were discussed and ensure the VPIs & Center Deans are aware of the process/form; (6) Canvas Speed – can it be improved by adjusting our contract with the vendor? The CCCCO provides the service, but DOIT will inquire if it can be improved;
* AVCI – no report provided.
* Instructional Accessibility Committee – no updates
* CVC-OEI FastTrack – updates were provided.
* Library – updates were provided. It was noted that: CRC is launching AI workshops for students; PRIMO, an AI research assistant tool, is being piloted at ARC; ExLibres vendor has a product called Library Open Workflows and Los Rios hopes to become a development partner on this tool.
* College Updates – updated were provided by each campus. SCC will start a “Canvas Garage” program to review courses and eventually tie in universal design & accessibility review as well.

**Discussion Items.**

* AI Tool Requests – DOIT noted that a standard process is desired to request new tools as well as how to advertise the new features/availability of a new tool. The Companion Information Sheets for Zoom AI was shared (if enabled, those with a Zoom Pro license could decide whether or not to use it in classroom and/or meetings). Discussion included: including DAS, Legal and LRCFT in discussions related to using this in standing committees and classrooms; Sustainability aspect – AI uses a lot of energy/water – is that a consideration? How will we handle this in the future with this and other AI tools? It was noted that Academic Senate’s/faculty interests are included via faculty discussion and DAS President involvement in this committee. DAS’ next meetings are Dec 3rd & 17th. Students wouldn’t gain access through Los Rios but could purchase their own license. Employees can request access through their Zoom AI accounts. Tutors should be offered training on how they could utilize Zoom AI with their students.
* Canvas AI features – Information sheet was shared. At what level will this be turned on/off? Are faculty mandated to use the tool? It was noted that “enabling” the tool doesn’t mean it’s turned on for all faculty; it makes the feature available, and faculty can choose to turn it on for their own personal use in the classroom.
* Khanmigo – information sheet will be generated. It was noted that Khanmigo was presented at the AI Summit to skeptics, but then widely praised. Could be used to incorporate SLOs at the root levels of Canvas.
* Next steps: It was noted that Board Policy/Regulation states that District Ed Tech Committee is a non-senate led committee that makes recommendations directly to the Chancellor with input from constituency groups on what technology will be offered/enabled within the District. The committee’s membership is faculty weighted, and it is recognized as the group with expertise in educational technology. If the committee agrees, the tools would be enabled for use following a presentation at the December 3/17th DAS meeting. Khanmigo will be recommended once the information sheet is generated, distributed electronically to members for review/comment discussion is held and no major concerns are noted. The plan would be that all three features would be forwarded at the same time. When is the optimal time to enable the features? This could be immediately after the DAS presentation (or January 2nd) with notification that training would be available at the start of Spring semester (flex activities). Additional information about PD being available during flex, but offering those explorer types the opportunity to review it on their own. A suggestion to generate a shared google drive with the most up-to-date information sheets/links available. No objections to enabling and making available for opt-in/opt-out use by employees to use Zoom AI and Canvas IA features noted above along with Khanmigo once additional information is received/reviewed by the committee.
* AI Summit Recap – information was provided throughout the meeting; no formal report given.
* WCET Membership – the Deputy Chancellor asked the AVCIT to bring information regarding membership to this organization, which is a cooperative, member driven organization providing policy and advocacy in the area of digital learning affecting higher education. The committee agreed that membership to this organization would be beneficial to Los Rios.
* DUO Mobil Workflow – this was resolved before the meeting. Related to faculty who don’t have access to their phones being able to contact DOIT to gain access w/o authenticating via DuoMobil. Employees should contact their help desk directly and not use Service Central (which requires authentication to access).

**Future Agenda Items**

* Class or section email list-serve (M.Holmes) from Canvas
* Zero Textbook Costs – could a popup related to ZTC be installed (P.Cardwell).
* LTI Canvas Integration with new Caption vendor (B.Mendell)
* Notes in class schedule and how students need to click through them…Title 5 requirement – popup or checkbox to indicate they have read/revviwed the information. Submitted to IT Service Central in the past. (P.Bimbi)

Adjourned at 4:25p