# Educational Technology Committee
# January 23, 2025 (approved)

| 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 | x |
| Michael Holmes | ARC | x | Jena Trench | CRC | |
| TBA | CRC | | Steve McDowell | CRC | |
| Gregory Beyrer | CRC-DE | x | Tyler Rollins | CRC-Adm | x |
| Rebecca Mendell | FLC | x | Jennifer Kraemer | FLC | |
| TBA | FLC-DE | | Angela Prelip | FLC | |
| Carlos Lopez | FLC-Adm | | Jennifer LaFlam | SCC-Adm | |
| 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 | x | Guest: Paula Cardwell | DAS | x |
| Guest: Kevin Wong | DOIT | X | Guest: Nicole Woolley | CRC | |
| Guest: Leslie Reeves | FastTrack | x | Guest: Students, Tida & Shay | | |

## Welcome & Announcements
The zoom meeting was called to order at 3:00p. and the committee was welcomed by the faculty co-chair.

## Approval of Agenda and November Notes:

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

## Informational Updates:
- DOIT & LMS – DOIT provided updates on the following: Zoom Recordings & Retention - a document was shared related to communications that will be sent out related to the retention of zoom recordings and the timeline for the deletion of saved recordings with the first deletions beginning on October 2, 2024 (all recordings prior to August 1, 2024 will be deleted); Update on AI tools launch – khanmigo, discussion summaries & smart search were deployed and notifications were sent in canvas that they were available to be activated; Canvas Speed Performance Improvement is not available; WCET Membership has been acquired for district-wide use
- AVCI – enrollment is up! Common Course numbering update was provided. Draft templates are available for review.
- Instructional Accessibility Committee – haven't yet met, but final draft of CCC Accessibility Center on the ACCMM was sent to DAS for 1st reading and being disbursed to local senates. Still looking for an update on the captioning tool.

- CVC-OEI FastTrack – updates were provided. It was noted that there is a statewide workgroup looking at revising the POCR. AI, Equity, RSI and Privacy are four new areas of focus.
- Library – update on the EBSCO interface was provided.
- College Updates – updates on courses and other activities were provided by each campus. At SCC, they have two student DE advisors, and they were welcomed by the committee. They are also seeking a .800FTE AI Coordinator for Fall 2025. The DAS president presented an update on AI. Another summit may be offered in Fall 2025.

**Discussion Items.**

- Other: Risk waivers should be submitted before students enroll, but many are not, so it's being requested to move this process to the registration process instead of after. Specific information could still be handled by the discipline faculty. At CRC, a generic risk waiver is included in each Canvas shell.
- Class or Section email list serve from Canvas – and update was provided. The ability to communicate all students directly instead of going to several platforms and copying and pasting, would make communication much easier. AVCIT provided clarification on "list serve." Maintaining current lists of students, OGS online grading system has the ability to message all students, but it's an old application with old code that not many are able to update. A new system should be researched to make updating it easier. Can an instructor send an Outlook email to a specific Canvas address for a course? This is not possible. Canvas inbox is not able to handle scientific equations. A suggestion to form a taskforce to come up with goals for a new communication system. AVCIT will begin a summary of the problem and return with implications and work on forming a taskforce with DAS input.
- DSPS coversheets – discussed at the November meeting, and DOIT is still in the information gathering phase related to the current process. Faculty receive a letter of accommodation from DSPS and it's a labor-intensive process. Exam coversheets which detail what's allowed/not allowed exams are also problematic – currently a coversheet is required for each student instead of for each exam.
- Okta update – single sign on & MFA – Canvas is not yet updated with this feature due to some technical issues. A solution is being tested by the coordinators and a rollout should begin in summer/fall.

**Future Agenda Items**

- Zero Textbook Costs – could a popup related to ZTC be installed so students can access the information easier?
- 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/reviewed the information. Submitted to IT Service Central in the past. (P.Bimbi)
- DSPS Idea – streamlining continuing updates
- Canvas/SLO/Common Core numbering (N.Lorenz)

Adjourned at 4:25p