

**Peralta Community College District
Merritt College Technology Committee Meeting Minutes
April 16, 2020**

MERRITT COLLEGE

Minutes of the Merritt Technology Committee,

April 16, 2020 10:00 a.m.

Held via Zoom

Present: Derrick Ross (faculty, cochair) Jason Holloway (admin), Courtney Brown (faculty), Nathan Pellegrin (admin, cochair), Mitra Mofidi (faculty), Ron Perez (classified), Lesley Scurry (faculty), Vikki Menzies (ex-officio).

Guests: Tom Renbarger (Academic Senate President)

Absent: Walter Johnson (classified), Patricia Rom (Network Coord., classified), Dale Nabeta (classified), Jennifer Yates (faculty, note: *In error, Jennifer Yates was not included on the email announcing this committee meeting*).

Zoom Meeting Recording and Transcript:

https://cccconfer.zoom.us/rec/share/6t1IPZ7S6n1OBaeQ2kbcUfEjOq_Eaaa8hCcX_qVYyYZfmqS5YtuH2bSLD8cJcy4

Agenda Item and Presenter(s).	Discussion	Action Items	Decisions
1. Call to Order: Review Agenda	<ul style="list-style-type: none"> • Meeting called to order at 10:34 • <i>NOTE: at the time this meeting was called to order one of the chairs (Nathan) thought only four members were needed for quorum. However, review of the list of members indicates that seven are needed for quorum.</i> 		Agenda approved DL/SDV/unan

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

<p>2. Committee Membership and Bylaws</p>	<ul style="list-style-type: none"> • Derrick Ross and Nathan Pellegrin are new co-chairs. • Checking Membership requirements for the MTC defined in the Bylaws shows “faculty representatives appointed by the Merritt College Academic Senate, preferably one from Division I, one from Division II and one from Student Services”. • Who is the Campus ADA Coordinator? This person is specified as a committee member. • Courtney Brown raised the following point: In the bylaws, Charge section, item (2), the language should be updated to reflect changes in educational technology and needs. Proposed motion 	<p>Mitra will contact Frances Moy regarding who is the Campus ADA Coordinator. Does someone need to be designated?</p> <p>In lieu of district VC of IT (currently vacant): Include Antoine Mehoulley, Sata (facilities) on invitation and membership list</p>	<p>Motion approved CB/MM/unan</p> <p>2. To identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the College [replaced by the following language]</p> <p>.... consult with programs that provide instruction in technology, support student services, and the management of the college.</p>
<p>3. Committee Reports</p>	<ul style="list-style-type: none"> • Starfish ad hoc Committee: Courtney reports no follow-up from requests made to change default configuration to enable instructors to specify default positive encouraging message. Discussion focused on difficulties with current system (which is not being used by instructors), need for training, how it came about to be adopted by the district, cost, importance of early alert system, and possible steps this committee can take to address these issue. Possible actions to take were discussed, including looking into 	<p>Courtney Brown looking into manufacturer support forums where they discuss use and configuration of starfish, and to work with counseling to formulate the right questions to get a system that can</p>	<p>Reports accepted</p>

	<p>acquiring a new system, establishing a sub-committee to address this. (See transcript for extended comments.)</p> <ul style="list-style-type: none"> • DTC: DTC provided an updated wrap-around narrative for standard IIIC. Courtney recommended to view that draft in the context of Dan Lawson's working group where he is collecting responses for the ISER. There are responses to specific items that I've been documenting as well as the final evidence that will be added to the complete report for this standard. • Campus Information Technology. Dale and Patricia were both absent for different reasons, so no reports on this topic were heard. • Distance Education: Proposed by Courtney: Wider use of DE tech. considerations for improvements and supplemental tools. 	<p>support and reach our students.</p> <p>Nathan Pellegrin will draft a communication to VPSS Chavez to request a discussion of the issues around Starfish and possible steps the MTC and other committees might take to address the need for an early alert system.</p> <p>Courtney Brown makes an offers of support to provide open-ended discussion and peer-reviews in on-line classes. This is addressing a limitation in canvas.</p>	
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	<ul style="list-style-type: none"> • OER/LSP = Open Educational Resource/LSP 	Tom: this needs to be taken up again. Mario and Tim led this but have retired.	
5. Merritt College Technology Plan	<ul style="list-style-type: none"> • 2019 Plan drafted by Tim Hackett; Jason Holloway provided the document, which is posted in the documents of the Teams site. Developing a plan is important to • Resource Allocation Spreadsheet: Submitted GP report to state chancellor’s office; need to improve budget prioritization request process • 		Reports accepted
6. ISER (Institutional Self-Evaluation Report), Standard IIC narrative	<p>Courtney Brown serves on the committee for III, working alone to perform the steps of finding evidence and connected to bullets, and developed a draft of narrative. To paraphrase Courtney, the plan from the district committee and the working group they remind us that the college is the ultimate sanction and responsibility. So even with input from the district, we must reflect it through our process, meets our needs and make plans for improvement. And so as we read this, we should know that it's really on the college to be as clear and supportive with evidence as possible. We have already taken in the district comments and recommendations.</p>		
7. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned 12:18pm 		