



NAPA VALLEY COLLEGE
TECHNOLOGY COMMITTEE MEETING

Minutes

February 10, 2023

9:30am – 11:00am

Meeting Link

<https://napavalley-edu.zoom.us/j/98115815858?pwd=YnpDVG45TVoydHoyeFBvRStYeXY1Zz09>

1.0 Call to Order

Present: Daniel Vega, Jim Reeves, Christy Pruitt, Emery Stafford, Brandon Tofanelli, Melinda Tran, Cathy Gillis, Christ Farmer, Matt Cowell, and Gary Strommen.

2.0 Introduction of Guests

Cathy Gillis was a guest at the meeting.

3.0 Adoption of Agenda

Moved by Christy Pruitt and seconded by Claudette Shatto.

4.0 Approval of Minutes

4.1 December 09, 2023

Everyone adopted the agenda, Chris farmer abstained.

5.0 Public Comments/Announcements

Jim Reeves reminded the Committee that the ACCJC report wanted actions from facilities and IT. A total cost of ownership is needed. Replacement of equipment and student/faculty based. Will need to add this to future agenda. Need to develop a workplan for total cost of ownership for our technology.

Chris Farmer added that starfish is fully operational and encourages faculty to use it. Courses that as of the 19th will have progress reports. Early classes have one in the fourth week, late start will get them in the middle of the semester. Math, Stem and English 120 get earlier alerts. Someone will get in touch with students that need help.

6.0 Discussion Items

6.1 **Technology Master Plan** – *Members will discuss next steps for the plan prior to winter break. Workgroup members will also start discussing a schedule for working on various parts of the plan.*

[Most Recent Tech Plan w/Updates from May of 2022](#)

Daniel started the discussion on the Technology Master Plan. Christy noted that the Educational Technology Committee voted to help with standards. Their goal is to have a possible draft by March. Christy also wondered if the Committee should incorporate the ACCJC process into the plan from what Jim noted above. Yes, starting with classroom standards would be good and secondly without a standard like this it makes it hard for procurement to happen in the future. Adding this information to the plan ensures the correct technology is procured as we progress.

Daniel has been reading over the appendix of the plan and prioritizing it when able. Security will be one of the top items as well as the equipment that we have on campus. Moving forward, the Committee will need to work through the appendix items. Christy was trying to wrap head around documents that need to be reviewed annually to keep them up to date. Initial standards would be created, then they would be reviewed every three years after that. Technology Plan should be reviewed annually.

Chris Farmer suggested a process where this Committee takes an active role in what technology is purchased. Perhaps a campus opinion would be good to add. Perhaps this is a place where we talk to vendors. Daniel would also love to see IT look at it first and confirm it works with existing technology then goes to the DTC for

further process. Daniel also discussed a form for software/hardware requests so we can vet it out. We want to see more demos come to the college as well. Chris noted this would help with the global view. "...we have five or more ways to schedule meetings, can we narrow it down?..." Daniel added that the college is looking into Live25.

Brandon asked if the standard would include both hardware and software. It includes both. Christy confirmed that people needed to maintain the software/hardware would be included in the "cost of ownership" document. When these conversations are had, questions to ask would be "do we have the personnel to help..." would this be cost of ownership documents or a separate document. We need this many staff to run this program, yes to include in both areas.

Cathy Gillis added that part of the issue is that there are different funding streams. In the past, money was spent in different ways. As an example, Canvas has different tools that other departments don't use. Ultimately the Committee might want to involve DSPS for specific software needs. They need to be included in this process as well. Perhaps a subcommittee. Separate meeting with DE, DSPS, Writing Center, Math Center, etc. Also, Health Occupations has special technology.

Jim asked some follow up questions. Christy noted that it sounds like we need to write a lot of stuff. She suggested two different meetings. One is a workgroup meeting, and the other meeting is working on various moving parts. Perhaps members can pair up. We need to show accreditation that we bought stuff and clarify that we have processes in place and a document (Jim and Christy) this would be a part within the master plan and within the appendix. Setting up an IT handbook may be needed for internal processes and workflows. Process for approval, a handbook is for how business is conducted. The Technology Plan is based on student success goals. Every member of the committee. Christy added that if members were to move to workgroups for part of the time, more of the work would be done. Ask for help and create workgroups and invite others to join. All members can pick a college to take a look at master plans. Daniel asked members. Chris noted that the District outsources a lot. Perhaps have an outside company consult for the tech plan. The plan that was created was prior to the cyber-attack. Right now, we are working on the security side of the refresh plan. Melina piggy backed Cathy's note. If departments want software. Writing teams involve anyone that wants to be involved but hopefully they are IT savvy. Team leads for lead writer. It can get tedious when there is a lot to write. Daniel added another agenda item. Christy asked the Co-Chairs to come next week with workgroups and we move members to each team. Melinda asked if we could get a list of what plans there are for the college. Jim noted that we should ask for end user feedback on decisions, and we want to obtain through avenues of communications. Melinda, sometimes the software sold to a campus helps make a larger campus system better but is too costly or too much for our small campus. Daniel noted that sometimes incomplete software packages are purchased.

6.2 Room 1434/35 Update and Demo – Daniel will discuss the camera and upcoming demo for this room.

The demo unit is no longer in 1434/35. Part of the reason is that we were going on winter break when it was first received. The demo unit had to be sent back to the company. Daniel has been talking with Chris about his grant and getting a solution in place. Cathy has been teaching here as well as Josh Hanson. They have had their classes. Cathy understood from this, she would not have the 360-degree camera this semester. There are sign language interpreters, students on zoom, etc. She likes the classroom. The system works great but the only thing not available that was in the old system is having the option to blackout the screen. Could click black screen. Audio has been pretty good; camera only points stationary. This classroom will be further addressed in the future. Daniel thanked Cathy for the feedback. They will discuss this further offline. Christy – do the newer computers have cameras? Are we putting in computers that have cameras. Newer stations are getting cameras. The nova desk classrooms will be challenging because we may need to look at replacing the desks. All faculty would need to come in take a picture and calibrate the faculty member, so the camera follows them when in lecture. A laptop is needed with a camera. Jim asked how long we have been waiting for a functioning camera? Spring 2023 is the first semester this classroom is being used.

6.3 Institutional Technology Updates – Daniel will share any updates around technology with the Committee and obtain feedback. Things included system replacements, Wi-Fi Project, Multifactor Authentication and more.

[Current Technology Spreadsheet \(PDF Form\)](#)

We are discussing communications with the campus. Sheree sends notifications for spam emails. KnowBe4 emails acted like spam, but everyone is required to take the assessment. Claudette asked how we track who is not taking the training and what will happen if someone clicks on the email, there is follow through. Gary thinks we should be able to challenge the assessment/training if the users are already proficient in cybersecurity. Claudette wants to confirm there will be accountability for those that click or respond to phishing emails.

Christy is curious about the timeframe of when our applications will be automated. Daniel explained that it is ready to be turned on. The issue is we have done 800-900 entered manually. Daniel is meeting with our Colleague consultant on Monday or Tuesday to push the data without duplicating accounts and pushing the

missing data for existing accounts.

Christy asked if we were anticipating any Canvas issues. She noted that we want people to be aware in case this creates issues for class. To create less disruption, this has not been turned on yet. Christy wants to plan just in case there are problems. Have a plan for what we do about it. here is the process. "...If something goes wrong – call Sheree..." How can we design the programming. We are also planning for the what if scenarios. Returning students have had intermittent issues. Daniel cannot promise that no student would not have an issue. Christy explained that if instructors know ahead of time, they could inform their students, so they do not panic. Make sure faculty know when the date is and what to do if there are issues. Emery added that this may be a place to start practicing communication with the Campus Community. Prior to the switch a note could be sent saying something like, "... hey we are switching a thing on, if you have an issue, please contact ABC. This could happen but it probably won't. Christy noted she can also message her students, "let me know and I can send you the canvas stuff so you can still get to your homework while there are issues" Monday we will know more of the timeline. Also, know that a lot of this is being done in Colleague test DB to make sure things work. Chris asked for the worst case scenario – duplicate accounts will mess up canvas access. Melinda asked if it would affect self-service? Daniel confirmed yes. because of SSO we have delayed turning this on to create less havoc. Superglue is now being incorporated with the CCC Apply as well. Cathy shared that students are now using account issues as excuses for late homework...

Computer system replacements. Daniel showcased a document for IT procurement workbook and discussed various purchases; Cisco VoIP phones, Lenovo desktops for windows 7 devices, Lenovo laptops for student checkout, Apple computers in labs and the library, Apple computers for faculty using their systems. The rationale for the lease is to upgrade systems on a path, life cycle of systems. Christy asked if this piece would be in the procurement plan that will be voted on today? No, this came from the budget committee. When do we start this process of drafting the next iteration? The Tech Plan is year to year. We would like to start looking now to see what can be replaced in the next fiscal year. Jim suggests a multi-year tech plan, so we are not doing it for a year at a time. Gary asked why Apple versus Windows in the chat. Apples are preference in some of the fine arts areas. Another important purchase is Artic Wolf for security.

By July we should be fully in the cloud for Colleague and self-service.

Our Backups are coming up for renewal, we will be looking at this more in the future.

The fiber plant was upgraded, and our network is fully redundant using 20Gbs. From building to building we are running 20gb also. No one will really see the difference until the Wi-Fi project is done. Now there will be more coverage in the parking lots, in classrooms etc. IT will need to go back to ASNVC for a decision because the cost has changed.

6.4 SharePoint Online and New Website – Members discuss the transition to our new website and provide feedback.

Moved to the next meeting agenda motioned by Christy, second by Brandon and committee members agree.

6.5 DE-ETC Concerns and Updates – Members will discuss concerns brought up by the joint Committee in December. Members will also receive an update regarding DE-ETC work on the technology plan.

Faculty Technology Related Issues

Christy brought up her listening session notes. Often her committee does surveys. Some of this isn't about IT. How it is being displayed etc. enrollment biggest thing was the lack of it working. There was a lot of energy around permissions. Christy suggested IT or DTC consider doing some sort of survey. Some users need more permission to complete their job tasks. There was a lot of feedback on this.

We need some classrooms with a lockdown browser for testing. Respondus has come up as possible software. Is this being worked on. AB Tutor was used previously. Unfortunately, AB Tutor's support is in England and that makes it hard for troubleshooting issues. We have a demo with honor lock. Karen Smith is leading this project because of her work with AB Tutor. Bob Van Der Velde and Bob Harris will be a part of the demo as well. Daniel will send invites to interested members. It is free I believe, it is open source, we need to be careful on what we deploy. We will also reach out to Testing and Tutoring. Emery added that we have students taking classes online. They need somewhere to take their test. some programs like HEOC, need to use testing centers. Christy asked IT to look at the tech issues for feedback. We do have Ellucian consultants working with Admissions & Records, Human Resources, Financial Aid and the Business Office so that all of our different areas can be

incorporated within the same system.

7.0 Action Items

- 7.1 **IT Procurement Plan Vote** – *Members will vote on the IT procurement plan that was drafted in December of 2022.*

[IT Procurement Plan Draft](#)

Move to approve by Christy Pruitt, all members agreed

8.0 Next Meeting

- 8.1 February 24, 2023

9.0 Adjournment

End Time: 11:00am

Motion to adjourn by Claudette Shatto and seconded by Christy Pruitt.

Distribution

Daniel Vega – Co-Chair
Emery Stafford – Co-Chair
Christopher Farmer
Matt Cowell
Claudette Shatto

Melinda Tran
Christy Pruitt
San Lu
Brandon Tofanelli
Vacant – ASNVC,
Student Rep

Agenda & Minutes Only

Eileene Tejada
Danielle Alexander
Jim Reeves
Amber Wade
Dr. Torrance Powell

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Administrative Bldg.
ASNVC Office
Classified Lounge
Faculty Lounge

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