Campus Technology Committee (CTC)
June 1, 2020
Minutes
Meeting held via Zoom

Present: Ana Marie Alameda, Uba Backonja, Andrea Coker-Anderson, Ken Cruz, Bill Fritz, Darcy Janzen, Wes Lloyd, Julie Masura, John Nguyen, Patrick Pow, Stephen Rondeau, Jarek Sierschynski, Forrest Tyree, Susan Wagshul-Golden.

Absent: Haluk Demirkan, Sean Schmidt, Jim Thatcher, Jenny Xiao.

Patrick opened the meeting by thanking members for their service on the committee this year and expressed a hope to see all return next year.

1. **Updates**

    1.1. **IT Virtual Helpdesk**

    The IT Virtual Helpdesk is open every day, including Saturdays and Sundays, and it will continue to be open each day during summer quarter.

    1.2. **IT Helpdesk in WG**

    The Helpdesk in WG 108 is open Monday through Friday but may have shortened hours during summer quarter. A no-contact procedure has been established for loaning equipment to students, staff, and faculty.

    1.3. **Student Workers Will Continue to Work Virtually for IT**

    Student workers will continue work on projects for Computer Services, Media Services and Multimedia Production in summer.

    1.4. **Loaner Equipment Check Out**

    Students can check out laptops, mobile hotspots and media equipment for the entire summer quarter, A-Term and B-Term. Laptops and media equipment are also available for staff and faculty to check out.

    1.5. **Media Production Unit Has Provided Closed Captions**

    Media Production has been working with instructors to provide closed captions for Panopto videos in Canvas courses. This service will continue through summer quarter.

    1.6. **Classroom Renovation Projects**

    Patrick reported JOY 211 has been completed. Renovation of JOY 210 is currently underway. SCI 309 should be completed by the end of June. BHS 103 and JOY 215 will happen this summer.

2. **STFC Annual Allocation Update**

   John reported STFC completed review of allocations last Friday. ASUWT approved. Letters will be sent this Tuesday or Wednesday. STFC is over budget by $27,000, yet the reserves will cover the overages. STFC will consider raising the fee to avoid going over budget in the future.

3. **Discussion on the "DRAFT: New Normal Computer Classroom and Open Lab Matrix"**

   Patrick reviewed the spacing and number of allowable computers in classrooms under new guidelines for accommodating social distancing. Any open computers would be used for remote labs so that students could log in off campus. If a classroom is not scheduled for classes in summer, all computers in the room would be used for remote access. Julie used SCI 111 for some of her spring courses. She stated the process of using remote access worked pretty well. Stephen asked about JOY 205 because of the special software install for Forensics courses. Patrick stated IT will work with individual instructors to help find solutions to issues for specific courses.

4. **Discussion on the "DRAFT: Low Touch Solutions for Classrooms Matrix"**

   Patrick introduced low touch solutions for classrooms, such as using voice assistance devices or long term loan of designated keyboard and mice to faculty. IT tested voice control technology in JOY 207 with 90% success. Patrick asked for input or ideas for moving forward with low touch solutions. John suggested faculty be well trained before using new technology in the classroom since it could disrupt instruction time. Uba expressed concern over equipment brought in and out of classrooms, such as keyboards and mice. She stated this could encourage transmission of germs. Also, Uba highlighted the need to train faculty to clean before and after using touch panels in classrooms. Patrick emphasized that IT will work with faculty to find the right low touch solution.

   Meeting adjourned at 2:02 pm.