



# Technology Advisory Committee (SACTAC) Minutes

August 26, 2021, Zoom, 2:30pm-4pm

## Attendees

John Steffens, Adam Morgan, Cherylee Kushida, Michael Hoang, Charles Jang, John Tran, Jodi Coffman, Luis Pedroza, Pilar Traslavina, Tammy Cottrell, Monique Moreno, Jose Lopez-Mercedes

Absent: James Kennedy, Mark Turner

Guests: Dane Clacken, Jorge Forero

## Agenda Items

### 1. Approval of the Agenda

It was moved by Luis Pedroza and seconded by Michael Hoang to approve the agenda. The motion carried unanimously.

### 2. Approval of the [Minutes from May 27, 2021](#)

It was moved by Tammy Cottrell and seconded by Luis Pedroza to approve the minutes from May 27, 2021. Michael Hoang and Pilar Traslavina abstained. The motion carried unanimously.

### 3. Public Comment

Luis Pedroza is our new Library rep. Charles Jang is our new faculty rep. Adam Morgan working on recruiting a new ASG rep and one additional faculty rep.

### 4. Reports [information]

#### a. ASG Student Technology – (5 mins.)

There was no ASG report as we do not currently have an ASG representative.

#### b. Student Help Desk – Monique Moreno (5 mins.)

Working on getting additional webcam equipment. Cherylee mentioned students may need webcams for Zoom courses or Proctorio. ITS is low on webcam



equipment. ITS has a pending request for webcams. Student Help Desk has temporarily moved to the Academic Computing Center.

c. Distance Education – Cherylee Kushida (5 mins.)

Student Survey – Distance Ed found that they would definitely take another online class. Faculty Survey – Want virtual DE after-hours to continue. PD Week had really good attendance. Basic Canvas skill workshop attendance were down. Additional Canvas resources (Proctorio etc.) workshops were very successful.

d. Student Information Support – John Steffens

Website redesign project was halted temporarily due to budget constraints as a result of the pandemic. Implementation is proceeding with the goal of the new website being live in April 2022. The project is still short funding but may receive additional funds from the Guided Pathways fund. Guided Pathways site changes are not live yet, but it will be live in September.

Starfish priorities for Fall include operational analytics, new system alerts, new referrals, student view, exchange integration and more to come in the Spring term. Canvas integration process has been completed. Gradebook information has been integrated into Starfish.

e. Information Technology Services – Michael Hoang (5 mins.)

Hotspots are now available for students. 235 computers have been installed in the JSC. Many were migrated off of old computers and moved to the new computer. They implemented remote technology for staff that work at home.

The school of Continuing Education will be opening up a new more formal computer checkout program. The old program was informal, and they now have many new computers available to the students.

A vendor to provide after-hours student IT support/help. This project pilot started this fall. The science center will available this Fall to start moving equipment to. Cherylee Kushida mentioned that Canvas 24/7 support provides student support/help to our students, and they're able to access SAC Canvas course pages for students, if needed.



- f. Accessibility Workgroup – Jose Lopez-Mercedes (5 mins.)

No report.

- g. Library – Luis Pedroza (5 mins.)

Limited space available in the library. Everyone is appointment based so that they know who is in the library. Students can now call in to a 24/7 helpline to get access to the resources available in library databases.

- h. Admissions & Records – Pilar Traslavina (5 mins.)

Admissions & Records are still utilizing Cranium Café. They are back on campus. Students are using both in-person and online chat to get their questions answered.

- i. Mediation – John Tran (5 mins.)

Child Development Center 2 systems failed. John Tran recommends a plan to budget for upgrading and replacing their utility software to match with the systems used in the Johnson Center. John Steffens recommended that John Tran creates a budget item to send to Adam Morgan to take care of the problems. Any recommendation must be created as an Action Item on the agenda for SACTAC.



5. Motion to meet over Zoom

It was moved by Jose Lopez Mercedes and seconded by Cherylee Kushida to meet virtual via Zoom for the remainder of the academic calendar. John Steffens mentioned that we're only able to meet via Zoom right now due to a provision due to Covid. The motion carried unanimously.

6. Motion to adjourn

It was moved by Luis Pedroza and seconded by Charles Jang to adjourn meeting. The motion carried unanimously.