# Technology Advisory Committee (SACTAC) Minutes

October 28, 2021, Zoom 2:30pm-4pm

## Attendees

Adam Morgan, John Steffens, Michael Hoang, Charles Jang, John Tran, Jodi Coffman, Luis Pedroza, Tammy Cottrell, Cherylee Kushida, Jose Lopez-Mercedes, Mark Turner, Mary Steckler, Angel Michael

Absent: Pilar Traslavina, James Kennedy, Mark McCallick, Monique Moreno

Guests: Dane Clacken, Jorge Forero

## Agenda Items

1.  Approval of the agenda [action]
    a.  Luis moved
    b.  Tammy seconded
    c.  Approved unanimously
2.  Approval of minutes from Sep. 23 [action]
    a.  Luis moved
    b.  Michael seconded
    c.  Approved unanimously
3.  Public comment
4.  Committee Goals for 2021-2022 [action] (30 mins.)
    a.  No changes were made from the last meeting for goals #1-3
        i.  Noted that goal #3 needs more discuss in the future about what success looks like. E.g., Is it just a survey?
    b.  Motion to adopt goals [action]
        i.  Luis moved
        ii.  Mark Turner seconded
        iii.  Approved unanimously
5.  Computer Replacement for Apple Machines [action] (15 mins.)
    a.  ITS doesn't have the same level of expertise with Apple machines as with Windows machines
    b.  Remote access to Apple machines is not possible, and remote access from Apple machines is difficult
    c.  Supporting Apple machines on the non-instructional side is more complicated vs. the instructional side

*Santa Ana College inspires, transforms and empowers a diverse community of learners.*

    d. There are specific use cases for a staff member to need an Apple machine, but support should only be provided if the machine is required to accomplish their job duties

    e. Motion to support a survey of use cases for Apple machines [action]

        i. Luis moved

        ii. Angel seconded

        iii. Passed unanimously

6. Reports [information]

    a. ASG Student Technology (5 mins.)

        i. Angel obtained feedback from students regarding Proctorio and will be discussing with the ASG Executive team

    b. Information Technology Services (10 mins.)

        i. Additional HEERF funding was approved for the computer replacement plan for a total of $1.3M for computer replacement: fully funding the plan this year

        ii. We don't have a site-wide license for Adobe Creative Cloud

        iii. The Microsoft site-wide licenses are based on FTES and there is a limit on the number of licenses we have for students

    c. Accessibility Workgroup (10 mins.)

        i. Finalized Configuration of Accessibility Portal

        ii. Scope: Tier 1 (Employees) followed by Tier 2 (end users w/disabilities and procurement)

        iii. Navigation (Content Type vs. Audience due to overlapping needs of stakeholders)

            1. Web (dept websites, social media, digital signs, Apps [Remind])

                a. Apps: key features/use cases, accessibility limitations, workarounds

            2. Electronic Documents (Word, PDF, PPT)

            3. Multimedia (captioning, player accessibility, audio description)

            4. Email (body, attachments)

            5. Online Classrooms (Canvas, Pronto, Proctorio, Zoom, course checklists)

            6. Online Events

            7. Trainings

            8. Report an Issue/Request Alternate Format

            9. Policies/Legal

        iv. Next Steps

            1. Populate initial content

            2. Identify maintainers for each section

           v.  Will add an action item to the next meeting's agenda to recommend that the district create an accessibility taskforce to implement the findings from the RSCCD ADA Report

          vi.  Review the original evaluation & summary report from Spring 2019

  d.  Student Information Support (10 mins.)

          i.  No report