| **CO-CHAIRS** | **ASGC**  | **ADVISORY** |
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| [ ]  Eric Klein, Co-Chair | [x]  King | [ ]  Michael Reese |
| [x]  Pat Murray, Co-Chair | [x]  Zhihan | [ ]  Andy Timm |
|   |  | [ ]  Bill McGreevy |
|  |  | [x]  Asma AbuShadi  |
|  |  | [x]  John Stephens |
|  |  | [ ]  Sang Bai |

| **ACADEMIC SENATE** | **CLASSIFIED SENATE** | **ADMINISTRATORS’ ASSOCIATION** |
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| [x]  Michael Lines | [x]  Dawn Heuft | [ ]  Michael Copenhaver |
| [x]  Jessica Owens | [x]  Pat Murray | [x]  Loren Holmquist |

| EX-OFFICIO | RECORDER | GUESTS |
| --- | --- | --- |
| [x]  Courtney Williams | [x]  Michele Martens | [x]  Jacob Angelo |
| [ ]  Janet Gelb |  | [x]  Blanca Valdez Cabello |
| [ ]  Aaron Starck |  |  |
| [x]  Dave Steinmetz |  |  |
| [x]  Carl Fielden |  |  |

| ROUTINE BUSINESS |
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| 1. Welcome
 | Done. |
| 1. Open Comment
 | Blanca noted we are losing some students due to their lack of expertise and/or access to technology. Some students without access are simply unaware of what is going on with their classes, assignments, grades, financial aid options, etc. They are not aware of the Emergency Remote Teaching (ERT) that is occurring.Pat mentioned that the college and the district worked diligently to the get the ERT procedures in place so as to limit the effects of COVID19 and campus closures. She went on to say the district recognizes that students are getting left behind and solving this urgent issue is a priority. Blanca also shared that it has become apparent that some faculty are also struggling to deliver instruction with the new ERT method. She was wondering if faculty were also being helped with the new format. Pat thanked Blanca for her concerns and assured her that this message will be shared with the DE and ERT leaders.  |
| 1. Additions/Deletions to Agenda
 | None. |
|  4. Approve Meeting  Notes   | Vote to approve meeting notes from February 24, 2020.We will vote at next meeting or via email, whichever Eric prefers. (Michele neglected to include the February minutes with the agenda and other attachments for today’s meeting.)  |

| NEW BUSINESS |
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| 5. New Meeting  Protocols/Norms For  Zoom Meetings (Meeting  Tips Attached) | (Hand raising, voting, approving, etc. If committee adopts the former, Michele to monitor chat, questions, and hand raising.)Hand raising, yes. Voting will be done with the chat window, stating what we are voting on and then members respond with yea, nay, or abstain. If we find that bandwidth, connection issues, and choppy audio become a problem, Pat suggested the committee cut their video feeds and only activate their video when speaking. We will record meetings, noting at the top of each meeting that we are recording. The committee assented to this tool.  |
| 6. Discuss Adding “Director of Instructional Technology”  Position to the Committee  Membership | (Current IT Director is Jacob Angelo.)The Technology Committee voted to add the Director of Instructional Technology position to our committee. The question was raised as to the next step, if any, on moving forward this motion to add the Director of GC IT. Michele will find out.  |
| 7. Discuss Technology  Committee Charge | The committee reviewed the Purpose and Responsibilities of the Technology Committee and all agreed they are good as is, noting that the membership will change with the addition of the Director of Instructional Technology. Pat pointed out that one of the responsibilities of the Technology Committee is developing and updating the College’s Technology Master Plan. She went on to say that this committee is to ensure that its recommendations are consistent with the objectives established in the Technology Plan. Pat asked which technology plan is this committee to work on: the District’s or the College’s? Jacob presumed it is the District’s Technology Master Plan as the college does not really have one. Michele mentioned the college does have a plan, but it has not been updated in many years. John provided links to both the District and the Grossmont Technology Plans: <https://www.gcccd.edu/about-us-area/planningdocuments.html> <https://www.grossmont.edu/student-services/offices-and-services/tech-resources/gctechplans/default.aspx> Early on, this committee had discussed creating/updating the Grossmont College Technology Master Plan and Pat reiterated we definitely need to get this done as it is part of our charge. Michele will send both of these documents to the committee. Loren shared that the District’s Technology Master Plan is aligned with in Federal laws and Grossmont’s plan needs to be mindful of these laws and regulations. He went on to say that the Grossmont plan is geared more to state and local regulations.Blanca commented that she would like to see DE training for instructors addressed in the Technology Plan. She shared that her household has been gravely affected by COVID19 and the college moving to ERT methods. She lost three of her part-time jobs and was forced to buy a book for $220 because her instructor did not know how else to get the books into her students’ hands. Some instructors use Open Educational Resources (OER) which offers free textbooks to students.  |
| 8. Instructional Technology Updates (Jacob Angelo) | Jacob mentioned he is part of the Rapid Response Planning Teams. He is working with the Technology Team and they have been working to get technology into the hands of those working from home. We also have added VPN (Virtual Private Network) to many laptops so faculty and staff can access their desktops and shared drives. These teams are also looking towards the future and making plans for when the campus reopens. ARC GIS, a geology software, is now available online and, SPSS, a statistical analysis software, is now available to students remotely. Lastly, Jacob’s team was able to reroute Griffin Radio and make it available remotely. Pat was hoping that the District is looking to follow the K-12 systems which are getting laptops to all students who need them. Jacob said the college recently ordered 75 laptops for student use through a grant. This order is working its way through the purchasing department and mentioned that we did run into some issues with shipping these machines directly to students’ homes or possibly having them picked up from campus. He is hopeful that these laptops will be available to students soon. Pat also mentioned she knows of some students who have nothing more than a flip phone (or less) and are unable to receive communications from the college and the district. She would like to see a plan in place to capture these students who are falling through the cracks. John is also on the Emergency Response Team with Jacob, and he will bring up this issue at the next meeting, which is tomorrow.  |
| 9. Update on ESL Guided Self- Placement (Courtney  Williams) | Courtney shared the ESL Off-Cycle Request for Guided Self-Placement. About a year ago, the Math and English Departments requested and received similar programs. Math and English did not bring their Technology Requests through the Technology Committee as the request process was not in place yet. The Math and English requests went straight to the District as part of Assembly Bill 705. This ESL request is basically part 2 of the Guided Self-Placement, and ESL needs to be in compliance with the State legislation by Fall 2020. The only tool available for ESL placements is face-to-face and this is not an option due to our shutdown. Right now the Math and English placements are aligned districtwide, but Courtney mentioned the proposed ESL placement tool is not aligned with Cuyamaca. Each college has its own course sequencing and offerings. But, it is important that we are in compliance with AB 705 and AB 1805, so the GC ESL department is asking to move ahead with their Guided Self-Placement program. Dawn pointed out that the ESL request was not submitted using the Technology Request Form. ESL could not find a way to save and send the necessary form, so it was done in Word. Courtney mirrored the Request Form as closely as possible in a Word document and Dawn offered to transpose the request into the Technology Request Form. John voiced his concerns about looping the District IT team into this plan and Courtney assured John that she has been in communication with Chris Tarman and Michael Carr. They support this and are on board with this project. Courtney went on to share that Chris Tarman had suggested ESL share their request with the GC Technology Committee so the campus is aware. District IT will move forward with request in the meantime. Pat said we will send the request to the committee and send the recommendation forward if the vote says so. Pat hopes that those students without the necessary technology are being accommodated. Perhaps we could set aside one computer for student placements and ensure that the computer and area are cleaned after each use. Courtney shared that the Mountain Empire School District has run into many issues as their area has very spotty internet connections. They have opened their doors on Mondays, handing out homework packets. This is an opportunity for them to reach out to students with connectivity issues and offer assistance. Perhaps we should look into something similar.  |
| 10. Distance Education Updates \*Tools and Techniques for Teaching Online (Dawn Heuft)  | Dawn and her team on working diligently on training faculty to teach via the ERT method. There are several upcoming Canvas trainings wherein 175 instructors will receive training. Dawn also created a self-paced Canvas course for those more comfortable with online technology. Dawn noted the difference between teaching via Distance Education (DE) and teaching via Emergency Remote Teaching (ERT). Teachers who teach via DE are fully trained and certified ahead of being assigned an online class. DE instructors are required to complete Canvas and accessibility training along with pedagogy training. Dawn does the Canvas and accessibility training wherein pedagogy is looped in. When an instructor has been certified to teach via DE, they not only take all the classes, they also submit a project after they finish their training.With the ERT, Dawn and her team use a lot of the same DE tools and training to get instructors ready to deliver their face-to-face classes via ERT. Dawn mentioned that the true definition of Emergency Remote Teaching is currently being discussed in the Chairs and Coordinators meeting. Pat asked Dawn to share the definition with the Technology Committee when it is formalized.Carl shared that he is working on a tutorial that shows instructors how to record their lectures via Zoom.  |

| DISCUSSION ON PREVIOUS AGENDA ITEMS |
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| FOR CONSENSUS |
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| Add Instructional Technology Director Positon to Committee Membership? | Agreed. |

| FOLLOW-UP |
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| Who | Item | Timeline |
| Pat and/or Michele | Ask Eric how he would like the committee to vote on February minutes: via email or at May meeting.  | ASAP |
| Michele | Find out if the recommendation to add the GC Director of Instructional Technology to the committee needs further approval.  | ASAP |
| Michele | Send the committee both the District’s and the college’s Technology Master Plans.  | ASAP |
| Michele and/or Pat  | Ask Eric how he would like to proceed with the GC Technology Master Plans. Do we simply update the college’s or do we start from scratch? | ASAP |
| John | Share Pat’s concerns about reaching students who have little to no communication devices with the Emergency Response Team. | April 28, 2020 |
| Dawn | Transfer ESL Guided Placement Technology Request to correct form and send out to the committee.  | ASAP |
| Technology Committee | Once the ESL Off-Cycle Request is converted by Dawn, the committee will vote on recommending this request move forward.  | ASAP |
| Dawn | Send the definition of Emergency Remote Teaching once it is decided. | When available. |

| WORK AHEAD* Announcements
* Preparations for future meetings
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|  NEXT MEETING: May 18, 2020 |
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