# BERKELEY CITY COLLEGE – TECHNOLOGY COMMITTEE

## MINUTES for the Meeting of Wednesday, November 6, 2013

## 12:30 – 1:25 PM, Room 451A

ATTENDEES: Fabian Banga, Antonio Barreiro, Josh Boatright, Roberto Gonzalez, Justin Hoffman, Vincent Koo, Lee Marrs, Loretta Newsom, John Pang, Theresa Rumjahn, James Wilton (ASBCC rep)

CO-CHAIRS: Antonio Barreiro, Fabian Banga, Roberto Gonzalez

## DISCUSSION OF AGENDA ITEMS:

1. **Call to order (12:30 PM)**
	1. Everyone introduced themselves since there were some new members.
	2. Antonio Barreiro said material handed out today will be placed in the shared DropBox repository that is accessible to the Tech Committee members. Not everyone has responded to his previous invitation. Invitees must follow the link in his email message and create a DropBox login account using their full Peralta email address as their username. Contact Antonio Barreiro at abarreiro@peralta.edu if you need the invitation again.
2. **Review and Approval of Agenda**
	1. Members took a few minutes to review the draft minutes from the previous meeting.
	2. Loretta Newsom moved to approve the minutes. Lee Marrs seconded. There were no objections or abstentions; approved by all.
3. **BCC Technology Plan Feedback/DropBox**
	1. Antonio Barreiro said the BCC Tech Plan is the chief item to review in the shared DropBox repository and we need feedback on where we are achieving goals. We need to address what goals have been met, what goals have not been met and how we can meet them, did the plan change and how it changed, and what new priorities have emerged. The updated Tech Plan is a supporting document used in self-evaluation and required by the Accreditation process.
	2. By December we need to have an update of the Tech Plan.
	3. It was agreed to hold a working meeting tentatively set for Monday, November 25, during college hour (12:20 – 1:30 pm), to look at the Tech Plan page by page.
4. **Accreditation Update**
	1. Antonio Barreiro reported that on October 29, representatives from all 4 campuses met at Merritt for an ACCJC workshop on self-evaluation and self-study processes, and set up committees. On November 11, the Leadership meeting will be extended into the afternoon for self-evaluation (1 – 3 pm). Right after the Leadership meeting, the committees will have one week to meet. From November 18, the committees will hold self-study meetings over the following 2-3 weeks.
	2. At BCC, the tech resources self-evaluation team has Fabian Banga and Lee Marrs as the co-chairs, and the principal writers are Gabe Winer and Todd Evans. Other members are Roberto Gonzalez, Vincent Koo, Shirley Fogarino, Loretta Newsom, Josh Boatright, Thomas Keyes, Brian Gibbs, Nate Heller (ASBCC), and Justin Hoffman.
	3. Self-evaluation teams will make presentations to their campus Leadership Councils.
5. **District Tech Committee Report**
	1. **District master plan classroom and other technology R&R discussion**
		1. Antonio Barreiro reported that all of the colleges share a common dilemma in that classroom instructional technology is purchased and installed with allocated monies, but the total cost of ownership is not taken into account.
	2. **TCO discussion – Total Cost of Ownership (TCO)**
		1. Total cost of ownership (TCO) should cover any expansions made on the original installations as well as long-term plans for refresh and replacement. Equipment life is typically 5 years. All campuses are now experiencing equipment failure or end of life issues.
		2. Most equipment comes under a 5-year warranty. But all of BCC’s “new” equipment is now 6 years old and most of the new smart classrooms are past their end of life dates (Vincent Koo). Antonio Barreiro said Vincent Koo has provided a lot of information about the status of BCC’s equipment, so we can integrate that information into our Tech Plan. Our Tech Plan will feed information to the District’s Technology Plan.
		3. Lee Marrs said we have wanted extended warranties for this equipment, but nothing much has happened. Our equipment is now 6-7 years old, far beyond the 5-year warranty. Justin Hoffman said there are presently no District plans about extended warranties. Antonio Barreiro said the resources section of the annual APU can be used as the process by which we review and plan for equipment and costs extending into the future. He said a good place to begin our reviews is the list of equipment and costs prepared by Vincent Koo and provided to Lilia Celhay. The deadline for APU reports is December. We should conduct our review in tandem with our BCC Tech Plan update. Fabian Banga noted that the format of BCC’s equipment list from last year is now being used by the District.
		4. Fabian Banga said the Vice Chancellor is planning to take ownership of every Level 3 Smart Classroom, but there is no documentation yet. So, we asked them to create a 5-year master plan for this to ensure that someone will take care of smart classrooms.
		5. Justin Hoffman said we should define what constitutes a smart classroom regardless of what the District does, do this quickly, and get agreement with the District. Both Fabian Banga and James Wilton said we should define what a basic classroom should have so that we can build on that. After more discussion, the basic equipment should include a projector, media player, solid computer and network access (including Wi-Fi connections). We should not waste money on smart ports or other equipment that some instructors never use or do not know how to use. Training was raised as another issue. There was not much communication in the past between the facilities and technology committees about Level 1, 2 and 3 smart classrooms. Now the equipment is obsolete.
	3. **Room scheduling software**
		1. Antonio Barreiro said there are 3 different smart room specifications. We should match the instructional area with the instructor’s technology needs. He observed at other campuses that many instructors who were scheduled to teach in high level rooms did not need the equipment or did not know how to use it.
		2. Training for instructors was suggested. A PeopleSoft module could be installed to provide software training.
	4. **Peralta Administrative Procedures endorsements**
		1. Fabian Banga distributed copies of and discussed two new components to APs regarding distance education and accessibility, and requested the Tech Committee’s endorsements. Higher councils still need to review these, and the Chancellor still needs to approve them.
		2. AP 4105 Distance Education -
			1. A new Student Authentication subsection (IV) was added to document that a student logging in to the system is really that person. This concern stems from a national report 2 years ago that said it was easy to cheat online, so there should be an authentication procedure for distance education.
			2. Fabian Banga said we now have an authentication AP in place for online learning, but we also need one for face-to-face classes.
			3. The District Technology Committee approved this new subsection, although Calvin Madlock abstained.
		3. AP 6365 Accessibility of Information Technology –
			1. The District plans to digitize all paper records. This new AP will require vendors to comply with Section 508 accessibility requirements. Contracts for purchase, development, procurement, maintenance and use of any electronic or information technology are affected.
		4. Lee Marrs moved to endorse, and Josh Boatright seconded it. Loretta Newsom abstained. No objections. The BCC Technology Committee endorsed both of the new AP sections.
	5. **SMART room preventive maintenance**
		1. There is presently no custodial support for preventive maintenance (cleaning equipment, cleaning keyboards, monitors, making sure keyboards/mice/peripherals are working correctly). BCC IT’s first priority is classroom support; they do not have the staff or time for preventive maintenance.
		2. Students could assist with preventive maintenance, but they would have to be properly trained. James Wilton and Nate Heller could have a conversation with the District to discuss implementation time frame, funding, who to report to, scope of responsibilities, and ensure there is no conflict with collective bargaining.
	6. **College-level program reviews and APU document program-level technology needs**
		1. Refer to #6 below.
6. **Annual Program Reviews (request for feedback from BCCTC)**
	1. Antonio Barreiro referred to the handout PCCD Annual Program Update Template 2013-2014. The appendix in the last 2 pages has information on technology that each department head will refer to. He requested everyone to look at it and let him know if there should be other information to include that would be helpful for program review.
	2. Departments will use page 5 when specifying their resources. For example, if the chair of MMART will need particular equipment to deliver a particular MMART class, then they would assess their equipment needs and use page 5 Action Plan to prepare their requests. These will be given to Lilia Celhay. Lee Marrs commented that there should be places to add a description, quantity, price, and a source for the equipment. Antonio Barreiro said to send comments to him by email and he will try to have a draft document next week so we can get input from the chairs.
7. **Other**
	1. James Wilton asked if we could expand the Wi-Fi coverage throughout the campus. This was brought up by Nate Heller (ASBCC Senator). Antonio Barreiro said we are using the wireless coverage and standard at the District level. He suggested if wireless is needed in the classrooms, that students could utilize the department heads who are going through the program update process. Justin Hoffman commented that if there are wireless bottlenecks we should identify them, such as if 20 students are trying to get on at one time.
8. **Meeting Adjourns (1:23 PM)**

**Next Meeting: Wednesday, December 11, 2013**

*(Minutes taken by Theresa Rumjahn)*

**Attachments/Handouts:**

1. Agenda
2. Draft Minutes for the 10/09/2013 Tech Committee Meeting
3. Administrative Procedure 4105 Distance Education and Administrative Procedure 6365 Accessibility of Information Technology
4. Peralta Community College District, Annual Program Update Template 2013-2014, DISTRICT-WIDE DATA by Subject/Discipline Fall Semesters