# BERKELEY CITY COLLEGE – TECHNOLOGY COMMITTEE

## MINUTES for the Meeting of Wednesday, May 14, 2014

## 12:30 – 1:25 PM, Room 451A

ATTENDEES: Vincent Koo, Roberto Gonzalez, Fabian Banga, Antonio Barreiro, Lee Marrs, Theresa Rumjahn, Loretta Newsom, Bryan Gibbs

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

## DISCUSSION OF AGENDA ITEMS:

1. **Call to order (12:37 PM)**
2. **Review and Approval of Agenda** 
   1. Antonio Barreiro will send previous draft minutes to committee members for review and approval so that we can post these on the Technology Committee website.
3. **BCC and DTC Technology Planning Update**
   1. **BCC Technology Plan** - A small group of committee members will work on finalizing the draft BCC Technology Plan over the summer and have it ready for accelerated review and ratification when the committee reconvenes in August 2014. An updated Technology Plan is needed because it serves as the road map for other accreditation committees and actions at BCC.
   2. **District Technology Plan** – The Associate Vice Chancellor of IT created a subcommittee of the District Technology Committee which will create a District IT strategic plan. Both Antonio Barreiro and Fabian Banga attended the initial meeting, but they reported that there have not been any subsequent meetings. The District IT strategic plan is critical in that it provides a framework for developing a funding plan for campus IT planning.
4. **2014/15: Preliminary Budget Creation and Measure A, PASS funding**
   1. Antonio Barreiro summarized the biggest ticket items affecting IT/AV recommended so far for PASS funding. The PASS poster (on the wall in Rm 451A) lays out a map for the different funding streams for the next year. The technology-related items are discussed below.
   2. **Adaptive technology purchases ($75,000, Measure A funding)** – This is for refresh of adaptive lab equipment and a high speed scanner to replace the current scanner for DSPS and to support students who require adaptive technology.
   3. **Main campus network replacement ($300,000 – comprised of 50% District funds and 50% BCC Measure A funds**) – BCC’s network replacement is dependent upon the District’s network core replacement which will be completed by the end of this month (May 2014). The core architecture will be replicated at the campuses. BCC’s network equipment is 8 years old and past its end-of-life period.
   4. **Network backbone ($25,000)** – Currently, we have exceeded our limit of wireless equipment. This 2-phase item involves:
      1. **Wireless controller (Phase I)** – An additional controller will be configured to allocate bandwidth where it is needed. We already have the controller which was previously purchased to run digital cameras, but the cameras were never received. Some of this funding is for a contract for configuration of the controller, and to purchase and place additional wireless access points. This will cost about $15,000 of the $25,000. Once the controller is properly installed, we can conduct the phase 2 wireless service assessment.
      2. **Wireless Service Assessment (Phase 2)** – This will be done after installation of the wireless controller and additional access points at BCC, and after the District completes its network core work this month. BCC should have better coverage when the District turns on the network core. The remainder of the $25,000 will be used for assessment to determine what we need to do next to improve wireless at BCC.
   5. **Replace classroom equipment ($150,000)** – Replace end of life instructional technology (classroom equipment), much of which is 7-8 years old.
   6. **Replace computing equipment in faculty and staff areas ($150,000)** – This involves equipment past the end-of-life periods, such as printers, PCs, laptops, peripherals.
   7. **Mobile computer cart and 2 pilot projects to support students ($70,000)** –
      1. **The mobile cart** is for the English and ESL writing labs. These labs are fully booked and need computer access for writing. We have available classrooms but not computers.
      2. **The Chromebook pilot project** will allow the Library to have 2 dozen Chromebooks for use by students who do not have access to computing (e.g., they don’t own computers or do not have internet service at home). This will cost $15,000 - $17,000.
      3. **The Close the Opportunity Gap pilot project** is intended to assist students who do not have reliable internet service on their computers or mobile phones. This project is based upon a COA pilot project which is currently underway, and the results are not yet known.
   8. **Video streaming lecture technology ($20,000)** - Bryan Gibbs suggested adding this technology to the PASS funding list for the Auditorium and Rooms 431 and 421-25. Currently, we have no technology in rooms for video streaming lecture capture. This would have greatly helped in the set up and seamless streaming of a Google Hangout live session conference sponsored by Fabian Banga (Outsourcing Education) over the weekend featuring guest speaker Audrey Waters, Chancellor Ortiz and BCC President Debbie Budd in the Auditorium. It would also help to place BCC on the map as a host for important public events. Bryan said we have controllers ($2500) but need some simple hardware in order to do network streaming (voice over IP), then we could paste the IP into a web page. We also need funding for assessment, consultation, installation and configuration of the controllers (rough estimate $20,000). The assessment is needed to determine if our current network will support this and to identify what else is needed. Both Vincent Koo and Fabian Banga said we need to get this working before existing equipment becomes outdated. Faculty need to be trained and advised not to unplug the cameras because some faculty think that the cameras are monitoring their classes (even when they are not turned on) which is construed as a privacy issue for students.
5. **Office of Instruction Annual Program Update – IT/AV ( PM)**
   1. APUs are conducted every 3 years. OOI’s APU tries to cover what is not covered by anyone else such as staffing.
   2. **New support IT and AV staff** are needed by summer 2016 for the 2nd BCC building anticipated for 2015-2016. We are planning for 2 new positions: IT staff and IT manager which could be a dean, a manager or an analyst position. We currently have 4 IT/AV staff to support this building, but the travel time and logistics of supporting additional student services staff in another location make this unreasonable, especially when we do not know where the 2nd building will be located. We need a group or committee to develop a new job description for the IT manager position.
   3. Roberto Gonzalez asked about filling of the 4th IT position which is currently vacant at BCC.
   4. **Technology equipment deployment area** - The OOI APU includes funding for installation of industrial quality shelving in Room 44 and on the 4th floor to create a designated deployment area for technology equipment. Current storage is not secure (i.e. stored in boxes in various locations and rooms). Storage on shelving will actually save space (i.e. equipment will be taken out of boxes and placed on the shelves). AV equipment should be stored in a locked cage if it shares room with other non-AV equipment. These deployment areas should have badge access.
6. **South Campus Update**
   1. Not discussed.
7. **Main Campus Wireless Quality of Service**
   1. Discussed with items 4c and 4d above.
8. **Main Campus Network** 
   1. Discussed with items 4c and 4d above.
9. **Meeting day/time changes for Fall**
   1. The committee agreed to move the Technology Committee meetings to the 2nd Wednesday of each month from 10:30 – 11:30 am. The move was requested in order to free up college hour on Wednesdays in Room 451A.
10. **Other items as needed**
    1. **Standard IIIC** - Roberto Gonzalez asked about the status of Accreditation Standard IIIC review. Fabian Banga reported that they will have a draft by next week and will plan to share it with the Technology Committee. Much of the BCC’s Standard IIIC review is dependent upon District procedures which are also being reviewed and developed – Fabian Banga is working on this. Although the Standard IIIC report is very technical, one non-technical aspect involves Distance Education district-wide, and how we ensure adequate assessment and evaluation of courses. Currently, the Distance Education Coordinators (one per campus) have access to all Moodle courses to help faculty with technical aspects. However, it is inappropriate and not legal for the DE Coordinator to assess or evaluate the course during technical assistance, as demonstrated by a recent case at Merritt College. Therefore, the District is proposing different protocols for group evaluation of course content and a different group for evaluating the technical parts.
    2. **Kurzweil** – Roberto Gonzalez said we should roll out Kurzweil as soon as possible since $3,000 for the fall semester is already paid for and we don’t want to lose or forget to budget for it next year. It is already installed on the TLC computers, but we need more announcements and faculty training to boost its exposure and engage faculty. Roberto Gonzalez said he would do a first-contact by asking Cleavon Smith to promote this at the next Education Committee meeting, but he will need help getting this implemented. Cleavon previously made an announcement but it was some time ago. The possibility of adding Kurzweil funding to the DE budget was discussed. Roberto Gonzalez said the text to speech support for students with learning disabilities is well known, but there is also strong support for non-native speakers. Fabian Banga said Kurzweil can offer support for DE students who do not have good technology skills and who live out of the area. Deployment is onto lab computers, but once a student obtains a license they can use it from any compatible device that connects to the internet. They may need to install Firefly on handheld devices. It was suggested that Kurzweil be installed on lab computers over the summer, and this should be planned for now on IT staff’s summer schedule and for integration into Moodle. Cleavon Smith and Gabe Winer should be contacted to include this on the upcoming Flex Day agenda. Fabian Banga said that if we include Kurzweil in Standard IIIC, then we need to make sure we use it.
    3. **AV equipment in the Atrium** – Vincent Koo and Bryan Gibbs said if we can have permanent AV equipment in the Atrium it would really reduce the set up time and ensure we have equipment on hand. This would be a motorized screen, a pair of powered speakers, a patch panel, and a controller. Installing the speakers and patch panel will improve things by 90%. A simple mounted system (such as an automixer) would enable video streaming and lecture capture in the Atrium. Antonio Barreiro asked Vincent and Bryan to submit a cost estimate and 3-5 bullet items for the OOI APU.
11. **Meeting Adjourns (1:40 PM)**

*(Minutes taken by Theresa Rumjahn)*

**Handouts at the Meeting:**