

1 Meeting Logistics

Item	Description
Date	Friday, July 19, 2019
Time	10:00 AM
Location	Zoom

2 Attendees

Role	Name
Facilitator	David Hoyt
Note Taker	Julie Nevarez
Other Participants	Ann Blackman, Michael Dickson, Kathy Fant, Mark Garcia, Mervat Karout, Kelly Martin, Iain Michie, Michelle Millen, Dustin Potter, Heather Webb-Losh, Julia Wickett, Doug Willis
Not Attending	

3 Purpose

- Medium for communication between Information Technology and Academic Affairs on the current and new uses of technology for instruction to plan for the appropriate support infrastructure
- Research and discuss upcoming trends in instructional technology
- Identify, evaluate and recommend for implementation new instructional technology
- Review and revise procedures and parameters for technology usage
- Identify standard interfaces for instructional technology
- Review effectiveness of instructional technology
- Communication of committee decisions to the College community

4 Agenda

Topic	Owner	Minutes
Concourse	H. Webb	<p>HW- working with implementation, template ready and modifying. Everything will be populated with syllabi along with all information regarding class. Working with bookstore to get the text book populated. Will integrate with canvas. Showing asst deans on Monday. Will send out postcard advising it's ready.</p> <p>Dustin – if we connect with bookstore, can it still be edited after submitted? Heather – if we load the file, won't be able to edit. But you can to "additional material"</p> <p>Dustin – not editable, can we hide in case it's incorrect Heather – I'll double check but it should be able to hide. Making it editable is being looked at. We understand things change at the last minute and we are working on this. We may not load the books this semester and work out these kinks first.</p> <p>Dustin – timeline is fall? Heather – yes, we'll create all sections and will be copy and paste. Students will have everything at their fingertips. District policies are also all loaded. If you have something specific that needs to be loaded, you can.</p>

Topic	Owner	Minutes
Flash on Chromebooks	D. Hoyt	<p>Dave – question from Raul, will flash work on chromebook. Google is going to stop supporting flash in 2020 so it won't work come 2020. We don't have any college chromebooks, point was if you have classes in ISD you can use it until then. Just thought I'd bring it up.</p> <p>Heather – we don't have too much contact with flash.</p> <p>Iain – they go from flash to HTML5 is kinda sticky. But I think it'll be easy to move over</p>
Office 365 Move	D. Hoyt	<p>Dave – shifting timeline to go live from mid-Sept to first part of Oct. Our window was a day at the end of summer, we didn't think it was a good idea so we pushed it back a little. We'll get student helpdesk up to speed. One hiccup was auto syncing email. Shane ran into issues with students changing email passwords from default and they didn't auto sync well. We're sending out directions on how to sync and they can choose what to sync.</p> <p>Iain – good approach</p> <p>Dave – google won't go away for a while</p> <p>Iain – what the size?</p> <p>Dave – I think it 15G. not a lot of downside, and we'll make sure instructors get all that information.</p> <p>M Millen – if auto sync two emails, vulnerability to Collin side, will it be compromised on their personal email.</p> <p>Dave – I don't believe so, one individual email won't affect another's.</p> <p>M Millen – it can't worm its way from individual from Collin? I'm just asking</p> <p>Dave – good question, let me research it. So if they post something in that group that has a virus and other people have that download, will they catch the virus....we'll research</p> <p>Mervat – I noticed that some of my students already knew about the switch.</p> <p>Dave – great! They've actually read their emails.</p> <p>Mervat – if they have office 365, can they download office stuff</p> <p>Dave – yes they can, just like we can</p>
Faculty Technology Committee Update	M. Karout	Mervat – no updates
Environmental Scanning	All	
Projects in Progress Review	All	
Action Items	All	<p>Dave – a little update on email sent yesterday, there was a hidden form on a direct deposit form and a hacker was able to find the form and get credentials on a few employees. There were a few red flags and payroll was able to catch and immediately shut that form down.</p> <p>Other one we're dealing with still, generating a lot of applications for admissions. We aren't sure why because it really doesn't do anything. We received an email from elusions and Dept of Education and they are aware and we aren't the only ones.</p>

Topic	Owner	Minutes
Other items	All	
Upcoming Scheduled Meetings	All	

5 Action Items

Action Item	Owner	Status/Update
Lock Down Browser in Classrooms	Heather W./Ann B.	<p>Heather – we’re looking at putting that on any of the images in the classrooms. Do we put in a request to the campus managers? Iain – those versions have to agree, any challenges in the versions? Heather – no there shouldn’t be, there’s a lab version and it should work across the board. We can look at Iain – we can put in a request Mervat – there are many classes that have many computers Heather – also looking at the students in the virtual campus. So remember these are semi-secure testing system. You might want to do it on an exam, maybe a small quiz. Mervat – that’s a major step and I would love to try it out. I’d like to show you some of the quizzes so you can see how much students copy from the internet. If you want some pilot and I’ll be happy to do it.</p>

6 Projects in Progress

Project	Owner	Status/Update
Canvas Submitting Grades to Banner Update	D. Hoyt	<p>Dave – submitting grades from canvas to banner. We’ll touch on that a little more later Mervat – regarding the legal name between banner and canvas. Dave – yes there is a way to determine that Mervat – if grades are pulling from canvas, it’s only the lecture grade and maybe have a drop-down menu to add other grades. Dave - is there a field or location in canvas that works better Mervat – I can choose calculate and advise my students which is what Dave – lecture and lab are different CRNs correct, they register for them separately. Dustin – I do the same thing, I enter different grades Mervat – that’s the issue with canvas, we can’t separate the grades. Dustin – grades might cut off if someone had a 79.9 and I’ll have to round them up to an 80 Dave – when you do grading, do you do final grading in canvas and then post or how do you do that Dustin – I download the grade book and then input in canvas Mervat – I do the same thing</p>

Multi Factor Authentication Invitation	D. Hoyt	Dave – we’re going to put multi factor in front of cougar web and any other system just so you need it’s coming
ADA Compliance for videos	A. Blackman	Heather – no update from Ann but we have looked at some programs ADA compliant. We’re setting up demos and we’ll contact folks to be able to see it. Zoom was looking at doing closed captioning later this year and we could possibly utilize

Next meeting mid to late September on a Friday and we’ll look at the time