EVC Campus Technology Committee

Minutes for Wednesday, September 17, 2025
Meeting Time: 4pm-5pm
Zoom Link: https://sjeccd-edu.zoom.us/j/89721161959

Attendees: Sylvia Min, Tejal Desai-Naik, Susana Machado, Dr. Andrea Alexander, Charles Chau, Nicholas Goodwin, Ken Nguyen, Debbie Chan, RJ Ruppenthal, Prashant Shinde, Angel G. Fuentes

I.   Preliminary Items

   A.   Call to Order: Meeting was called to order at 4:05pm

   B.   Approval of Membership: Motion to approve the CTC Membership passed unanimously.
      1.   Membership:
         a)   Administration (3):
            • V.P. of Academic Affairs: Moni Dickerson
            • Supervisor, Campus Tech Support Services: Ken Nguyen
            • At Large Representative: Dr. Andrea Alexander
         b)   Associated Students (2): Sylvia will reach out to the ASG
            • Vacant
            • Vacant
         c)   Faculty (8):
            • Business & Workforce Development: RJ Ruppenthal
            • Counseling & Matriculation: Vacant, Sylvia will follow up with DSP
            • Library and Learning Resources: Vacant? Debbie will follow up with Dean
            • Language Arts: Nicholas Goodwin (filling the position temporarily for now)
            • Math, Science, & Engineering: Charles Chau
            • Nursing & Allied Health: Susana Machado
            • Social Science, Humanities, Arts & P.E.: Gustavo Flores
            • At-Large (elected by the Academic Senate): Tejal Needs to be confirmed. Sylvia will follow up with Senate Leadership.
         d)   Classified (4):
            • Debbie Chan
            • Vacant, Sylvia will follow up with DSP
            • Vacant
            • Vacant

The following Division Meetings times were noted:

     Business & Workforce Development: Next meeting will be Friday, October 10

     Counseling & Matriculation: ?

     Library and Learning Resources: 2nd Wednesdays

     Language Arts: 2nd Wednesdays, English Dept meets before

     Math, Science, & Engineering: 1st Friday, 10:00 AM-12:00 PM.

     Nursing & Allied Health: Mondays, 3:30pm-4:30pm

     Social Science, Humanities, Arts & P.E.: Most likely on Fridays

     C.   Adoption of the Agenda: Approval of the May 7, 2025 Minutes were deferred to the October 1st meeting.

II.   Discussion Items: We discussed the goals for the 2025-2026 academic year. Andrea expressed concern that if you choose 100 things to do and everything is crucial, that means nothing will get done. But if you choose 2 or 3, you have a higher chance of achieving those goals. Sylvia responded that the committee will probably focus our meetings on the technology master plan and she will schedule the trainings outside of the committee. The committee will help advertise the trainings to their Division.

Susana asked if we will be involved in the budget approval process (by reviewing and making recommendations for technology in the annual budget requests). Andrea said technology is not usually listed as their number and there's no new technology that they are asking for. Sylvia confirmed we will be in communication, and we will review the technology requests in the annual budget requests.

     Goals for the 2025-2026 academic year

     A.   Provide forums, trainings, and workshops on how to use campus and classroom technology more efficiently and effectively, topics could include:

          1.   How to use the hardware: new campus printers or classroom projectors

          2.   How to use Concur

          3.   How to use Adobe Sign or Adobe Acrobat

          4.   How to use Zoom (the basics or to the features to increase collaboration)

          5.   How to create 508-compliant content: emails, Word documents, videos, etc.

          6.   How to use AI: Microsoft 365 Copilot, Adobe Creative Cloud, Student Assessments

          7.   Cloud Storage: One Drive, SharePoint

Debbie shared that the Library could benefit from receiving training on Cloud Storage (OneDrive and SharePoint). Susana suggested that we should offer trainings both in person and on Zoom and that we should have a repository for resources. Tejal recommended the Vision Resource that is available in our SJECCD My Apps dashboard.

B.	Improve communications, help disseminate information and updates about Campus Technology, be an advocate for resources and best practices for your Division
1.	Contact shareholders for feedback and to identify needs
2.	Solicit, review and evaluate technology requests
3.	Review technology requests in the Annual Budget Requests
4.	EVC Technology Master Plan
5.	Provide support for CTSS
a)	Review the technology refresh plan
C.	CTC Website: Content could be shared on the CTC web page or a SharePoint site

III.	Reports/Updates from CTC Membership
A.	Library: Debbie shared the Library staff's observations with the new print system. The current setup requires a student ID card, cash, and student email login credentials. Students often did not have their IDs or cash. Many students forgot their passwords. Another obstacle was not knowing that files needed to be uploaded to the print portal. This created a backlog of users. The time spent guiding each student through the process lasted between 5-10 minutes per student. As needed, staff resorted to printing on the staff network. This will affect the new printer's usage statistics, and will not accurately reflect the need for a second release station. Some staff suggested enabling manual entry of student IDs at the card loading kiosk, and they all recommended a second release station. To address students' need for more training, Debbie referenced the recent email blast sent from Tutoring that has printing instructions. She suggested that information get put into Canvas, and other campus communications. She also shared that the summer checkouts of grant funded Math Department calculators totaled 239. Sylvia expressed thanks to Debbie for sharing her updates and also to the Library for being so student-centered and helping them through this process.

B.	Business & Workforce Development: RJ provided an update on Curriculum and Maverick that "There's a few growing pains, but I don't think it's horrible. I think the trainings were useful." He also shared that at the same time last year, "The bot issue was a big deal… things are a lot better than they were back then." Sylvia also concurred that she has heard across the divisions that the bot issues have been drastically improved. Prashant explained it's like going to the airport and now they are more now security checks in place.

C.	CTSS: Ken stated that "October is Cybersecurity Month… we updated the CAD computer lab to Windows 11, and the security (in Windows 11) is super hardened." "Any software that's being pushed out is being blocked by Windows. It requires us to manually touch each station to get it working again." This means that it will be a while before the entire campus gets updated to Windows 11.

D.	Administration: Andrea mentioned that the concerns about phishing emails and texts. She stated if it "ignites an emotional response" to be wary. Prashant also asked us to urge our colleagues to complete the cybersecurity training.

E.	Distance Education: Tejal shared "We're going to be given access to Gemini for all students for free, and faculty will have access to Notebook LLM by Google. There's some integration with Canvas that will be released so that all these systems are directly integrated in case faculty want to use them in their courses." She also stated that Canvas is beta testing grading support, automatic captioning, multimodal learning and the tools are opt-in.

F.	Other Departments or Divisions: None

IV.	Public comments / Announcements

Nicholas shared: "Thanks to whoever fixed the elevator in the Language Arts building. Amazing." In response Andrea said "Thank you especially to the dean who rescheduled things for people who had ADA issues to the first floor."

V.	Action Items and Next Steps
- Sylvia will send out a survey for training topics, CTC Representatives will solicit feedback from their Divisions.
- Prashant will share best practices and CTC Representatives will advocate that our colleagues complete the cybersecurity training info.
- Sylvia will contact Niall for the printing system to be included in the student e-blast.
- Sylvia will explore repository options (CTC website, SharePoint, Canvas shell).
- Ken will provide the technology refresh plan.

VI.	Meeting adjoined at 4:54pm
A.	Meeting Schedule

Next meeting: October 1st at 4:00 PM
Meetings for the Fall semester have approved to run from 4–5 PM.

Remaining Meetings for the Fall Semester:
October 1 at 4:00 PM
October 15 at 4:00 PM
November 5 at 4:00 PM
November 19 at 4:00 PM
December 3 at 4:00 PM