

EVC Campus Technology Committee

Minutes for Wednesday, February 4, 2026

Meeting Time: 3:30pm-5pm

Zoom Link: <https://sjeccd-edu.zoom.us/j/82842044073>

Attendees: Debbie Chan, Lorena Mata, Ken Nguyen, Sylvia Min, K Fallau, Charles Chan, Will Thai, Melissa Hornstein, Tejal Desai-Naik, RJ Ruppenthal, Mike Masuda, Prashant Shinde, Milina Jovanovic, Susana Machado

Absent: Gustavo Flores, Brendan Gho, Briana Bordon, Andrea Alexander, Matais Pouncil, Margaret Faumui

I. Preliminary Items

- A. Call to Order: Meeting was called to order at 3:32pm
- B. Membership Updates: Still seeking a representative from Language Arts. Dean Robert Guitierrez has put out a call.
- C. Adoption of Agenda:
Motion to adopt: Charles, Second: Ken, Passed: Unanimously
- D. Approval of Previous December 3, 2025 Minutes, Passed: Unanimously
Recap of December 3 Meeting included:
 1. Adding Andrea as voting member
 2. DVD/streaming guidelines update
 - a. Ken shared
 - o YouTube is generally permissible for instructional use under Section 110.
 - o <https://www.youtube.com/watch?v=ruV2qn7xyU0>
 - b. Lorena clarified:
 - o YouTube content may be removed at any time for copyright violations.
 - o Not all uploaded content has legal sharing rights.
 - o Lorena will revise the documentation and present revisions at the next meeting.
 - c. Reminder: Personal streaming services (Netflix, Amazon, etc.) cannot be used in class or for on campus events as most streaming service agreements limit viewing to personal and private use only.
 3. Call forwarding guide
 4. Printer and scanning issues
 5. Modern Campus exploration
 6. Incentives for student surveys
 7. Large-format printing needs
 8. Laptop model standardization

II. Information Items

- A. Fall 2025 Student Survey for EVC Technology Master Plan
 1. Responses: 65 (approx. one-third from Studio Art)
 2. Key Findings:
 - a. Technology that students use most:
 - Loaner laptops
 - Wi-Fi
 - Campus computers & printers
 - b. Class preferences:
 - Majority prefer in-person (consistent with art & lab-heavy courses)
 - c. Positive feedback:
 - Reliable campus Wi-Fi in most areas
 - Loaner laptop program accessibility
 - Printing availability (especially library)
 - d. Reported issues:
 - Weak or unreliable Wi-Fi in Language Arts, MS 202, parking lots
 - Loaner laptops: crashes, slow performance, poor battery life, inability to install required apps
 - Outdated computers in library and classrooms
 - Insufficient printers on some parts of campus
 - Students repeatedly kicked off Wi-Fi when moving locations
 - Limited charging stations
 - e. Suggestions and recommendations:
 - Improve Wi-Fi coverage
 - Upgrade laptops, classroom and library computers
 - Increase printers & charging stations
 - Reduce admin restrictions on installing required software
 - Provide clearer technology instructions campus-wide
 3. The CTC determined that they should issue another student survey for the Spring 2026 with a more targeted distribution approach.
 - a. Each Division representative is to ensure that at least one class in their Division completes the student survey: Charles, RJ, Sylvia will follow up with Tejal and Gustavo and English faculty.
 - b. A QR code for the student survey will be widely distributed throughout campus
 - c. It will be formatted a PowerPoint slide for the Library Orientations
 - d. Sylvia will send out the QR code for digital signage and plasma screens to Ken, Debbie, and Vera
 - e. Sylvia will send the QR code to our student representative in the ASG and in the student club
 - f. Sylvia will send the QR code to Tejal to distribute to the online instructors
- B. Printers
 1. Ken (CTSS) provided updates about issues reported:
 - a. Toner replacement only allowed when fully depleted.

- b. Language Arts building printer noted as “fussy” as units require dedicated electrical lines (shared power reduces print quality).
 - c. Black banding on prints reported in library.
 - 2. Melissa (Engineering) reported an instructor printing issue as she was unable to print from classroom instructor station.
 - a. Ken will investigate why classroom instructor stations are treated as “student network devices”
 - b. Future Improvements: Explore Single Sign-On-based print submission
 - o Similar to student printing portal that has already been implemented at EVC)
 - o Would allow faculty to upload print jobs from any device
 - o Requires backend district support
 - 3. Student Printing Access
 - a. Accessible student-printing flier was completed and distributed—thank you Debbie!
 - b. It has been:
 - o Posted on the CTC webpage
 - o Distributed via email to Faculty
 - o Shared at the Academic Senate
 - o Sent to divisions via the Division Representatives
 - 4. <https://www.evc.edu/support-resources>
 - a. Some student-resource webpages appear outdated; Debbie will notify William.
- C. Projector Issues in MS119 were reported by Mike Masuda
 - 1. Concerns:
 - a. One projector in MS-119 significantly dim and low-contrast.
 - b. Replacement bulbs did not fix the problem. Ken cited projector hardware deterioration.
 - c. Students on left side of room have difficulty seeing instruction materials.
 - d. Projector aging across entire MS3 building is likely imminent.
 - e. Significant impact on instructional quality and student experience.
 - f. Accessibility concerns.
 - 2. Ken shared CTSS challenges:
 - a. Replacement bulbs already attempted; full projector replacement may be required.
 - b. Locked legacy equipment mounts and missing keys.
 - c. Integration with AV control system requires reprogramming.
 - d. Explore “cannibalizing” spare projectors.
 - e. Request vendor evaluation and quote for replacements.
 - 3. Committee feedback:
 - a. RJ emphasized urgency and alignment with student-success mission.
 - b. Sylvia noted similar issues reported in Visual Arts and Sequoia.

- c. Prashant also shared that now that computer standardization is completed, the District is beginning larger planning for campus-wide classroom standardization.

D. Computer Labs

1. Tutoring Center Area
 - a. Computers #31-36 have the Adobe Creative Cloud
2. VA 205 Digital Lab in the Visual Arts Building: The four laptops will be delivered to the lab either late this week or early next week.
3. Acacia Open Computer Labs are being phased out and being moved to the Library
4. Future expansion of computer refresh upstairs in the Library is under consideration.
5. <https://www.evc.edu/support-resources>
Website shows outdated lab hours.

III. Discussion and Action Items

A. Recap Goals for the 2025-2026 Academic Year

1. Provide forums, trainings, and workshops on how to use campus and classroom technology more efficiently and effectively. Three
2. Improve communications, help disseminate information and updates about Campus Technology, be an advocate for resources, and best practices.
 - a. Review the Technology Refresh Plan and AURR Technology Requests
 - b. Create the EVC Technology Master Plan
3. Share content on the CTC web page or a SharePoint site

B. AURR and Program Review Technology Requests

1. Ken noted vendor quotes now expire within 14 days due to global supply volatility.
2. Committee process:
 - a. Sylvia will distribute each division's AURR technology requests to the Division Representatives.
 - b. Representatives will:
 - o Review and prioritize the technology requests
 - o Consider 508 compliance, student impact, duplication of existing resources
 - c. Division recommendations will be discussed at the CTC meeting.
 - d. Consolidated priorities will be forwarded to College Council.

C. EVC Technology Master Plan

1. Inputs to include:
 - a. Student survey results (fall + new spring version)
 - b. AURR technology requests
 - c. Previous campus and district technology plans and recommendations from the ACCC on technology guidelines

- d. Impact on student's timeline towards educational goal attainment
- 2. Drafting will begin mid-March

IV. Reports/Updates from CTC Membership

- A. CTSS, Ken reported:
 - 1. The campus is transitioning from Janex to Optics digital signage.
 - a. New system will pull data automatically from the campus events calendar, reducing manual updates for Niall.
- B. Library, Debbie reported:
 - 1. Laptops: 160-170 laptops are still available for students to check-out through the loaner laptop program
 - 2. Scanner is not available on the new printer system. Ken will circle back on this.
- C. Chair, Sylvia reported:
 - 1. Sylvia attended and shared the CTC's work with the Academic Senate:
 - a. New printer system
 - b. Student-printing resources
 - c. CTC's role in technology planning and prioritization

V. Public Comments / Announcements

- A. Ken shared reminders for Event Technology Support:
 - 1. Anyone hosting events (guest speakers, workshops, etc.) must:
 - a. Reserve room through Facilities
 - b. Submit CTSS support ticket
 - 2. CTSS cannot staff events after 5 PM or weekends, except through volunteer coverage.
- B. Sylvia and multiple members thanked Ken for rapid laptop deployment to Art Department. Ken expressed appreciation, noting the first two weeks of the semester were extremely busy.

VI. Adjournment: Meeting adjourned at 4:57 PM.