

Santa Ana College
Technology Advisory Committee (SACTAC)
March 26, 2020, Virtual Meeting
Minutes

1.0 Approval of the Agenda

The committee approved the agenda.

2.0 Public Comment

There was no public comment.

3.0 Reports [information]

a. Distance Ed. - Cherylee Kushida

- There are two resources on the DE website, Temporary Remote Instruction (TRI) and online resources for students.
- Canvas has workshops to assist faculty with distance education. Assessments will be taught next.
- Zoom can be used for faculty hours.
- Record classes for students when using Zoom.
- There is an Equity issue for students who do not have cameras for assessment.
- John will assist with social media to promote DE website.

b. Student Information Support - John Steffens

- A student support link has been added to the SAC homepage as a one stop landing page for resources and live chat.
- Meeting daily with departments to ensure that Cranium Café is working for both credit and noncredit.
- Training is provided for Teams, Zoom, and Cranium Café.
- Digital Dons working to pass out more computers.
- ITS has provided students with an email location.
- Jim mentioned that Self Service was critical for noncredit students.

c. District ITS – Jesse Gonzalez

- ITS is going onsite to help with reconfiguration of 100 laptops.
- ITS helping with loaners for students, staff and faculty. There are 275 students waiting for loaner laptops.
- Surface devices are coming in and headsets will be in next week.
- Researching future solutions for remote in labs and phone system.
- In the process of producing documentation for Teams application and electronic signature.

d. Library – Susan Hoang

- All services have been moved to remote including chat, research and reference.
- Publishers are being generous with free textbooks and PDF versions including works of literature.
- There is a library webpage up for a library guide to resources.

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- e. ASG Student Technology – Juan Briseno
- Students are difficult to reach at the moment. Please contact him if you find out any student needs such as...what is Pronto or Zoom?
 - There is not one universal way to learn. Students are directed to Digital Dons for hardware. Some students using the phone for Zoom because they can't use their laptops. Students who are using their phones may be able to send a picture of their homework. Only Proctoria will not work on a phone. Laptops need to have Chrome.
- f. Strategic Planning Workgroup – John Steffens
- This workgroup was not able to meet.
 - The membership will be reworked.
- g. Accessibility Workgroup – Jose Lopez-Mercedes
- There is one short-term goal and five recommendations from the accessibility workgroup. The short-term goal is Instructors and staff need to know the need for accessibility in emergency situations. The 5 recommendations are the following:
1. Publicize the SAC Canvas Accessibility Shell.
 2. Follow web accessibility guidelines.
 - SharePoint Accessibility Manual available on RSCCD Website
 3. Promote DE accessibility trainings.
 4. Invite DSPS students to be part of the accessibility workgroup (Mark will check with his dean to see if this is possible.)
 5. Create an Accessibility Resource site under SAC Faculty and Staff.
 - Templates
 - Video tutorials: Vision Resource Center & CCC Accessibility Center
 - Zoom webinars (Mark will share an email from the CCC Accessibility Center)
 - Online tools for collaboration
- Mark mentioned the hardship of DSPS students to move to remote and the need to promote DE accessibility.
 - Cherylee mentioned that there will be accessibility training for the trainers in fall from the CCCCCO.