

## Meeting Minutes 10.19.21

Meeting convened at 1pm

Attendees: Brad Isaacson, Anita Giraldo, Nora Almeida, Heather Gibson, Subhendra Sarkar, Rosa Abreu, Euisuk Sung, Monica Berger, Sanjive Vaidya

- Elections of Officers: Brad Isaacson (Chair) / Nora Almeida (Secretary)
  - Phillip Anzalone from Committee on Committee oversaw officer election
- Meeting Minutes from April 6, 2021 Approved
- Discussion of Faculty Survey: Progress update and plan / timeline for survey implementation
  - Discussion of survey questions
    - Specific comments and questions added to survey documents
  - Length of survey (20 question as optimal to encourage participation)
  - Goal of the survey is to figure out common needs across departments to understand more about resource prioritization
  - How does survey outcome articulate overall vision of technology at the college?
    - Looking to other institutional settings as examples?
    - More open ended question about “vision” or process--how the survey can enact change
  - November meeting will be focused on finalizing survey questions
  - Survey design should organize questions in categories and restructure categories to reflect prioritization
  - Need or organize by dept or school? In terms of specificity of dept needs
  - Does in person teaching transition impacting question order or design of survey before implementation
  - Plan to include professional staff in survey--may need to modify survey questions for this
  - One outcome of the committee at the output phase is a vision statement, not just an articulation of problems--perhaps arising from open ended question about vision / process
- Action items:
  - Committee members to add comments / questions to survey between now and Nov meeting
  - Committee members to consider about staff needs / staff input and how this might require adjusting survey design
  - Organize survey categories
  - Reflect on / planning for dissemination: platform, timeline, outreach methods (course coordinators / chairs / college council)--ensuring outreach gets to adjuncts in departments

Meeting adjourned at 2:06