College Council Technology Committee Meeting
Tuesday, November 23, 2021

Meeting Convened at 1:11
Attendees: Brad Isaacson, Anita Giraldo, Euisuk Sung, Heather Gibson, Monica Berger, Rosa Abreu

- October 19, 2021 meeting minutes approved.
- Finalize [faculty technology survey](#) based off of [faculty questions document](#)
  - Discussion of Question #21: "What technological features/solutions would you like to have implemented at City Tech? (long answer)." Is it too broad, or valuable as-is?
  - Revised to: What technological platforms, services, and infrastructure would you most like to see implemented at City Tech?
    - Discussion of dividing this question into 3 questions while being mindful of keeping survey concise. Decision to keep as a single question--acknowledge that this will add a layer of coding to divide out platforms / services / infrastructure in analysis phase.
    - Anita Giraldo volunteered to draft a preface for email text that will go out with survey link indicating that faculty should consider both in person / remote modalities while responding. Email will also indicate that the survey will take approximately 10 minutes to complete and when the survey will close (dates below).
      - Draft sent to committee members who will provide asynchronous feedback:

        The College Council Technology Committee has developed [a survey] to assess faculty technology concerns and needs related to teaching and research in remote and on-campus contexts. Your input will be used for college-wide technology planning.

> The survey should take approximately 5 minutes to complete, and is voluntary and confidential. We look forward to your responses.

- - ■ Brad Isaacson will run survey by City Tech legal / as well as college council executive and legislative committees before dissemination.
  - ○ Duration & timing
    - ■ Plan to make live on Dec 1 after presentation to CC Exec. Feb 18th set as end date for data collection phase.
  - ○ Dissemination strategies (e.g., email, social media blitz)
    - ■ Initial email from Kim Cardacia (Provost's Office) to all faculty (ASAP--ideally 12/1) / Follow up from Deans (12/13)--be explicit about need to disseminate to part time faculty in messages to ensure that all City Tech Faculty have an opportunity to respond
    - ■ Outreach to course coordinators to promote to part time faculty
    - ■ Present at College Council 12/14
    - ■ Announce at Chair's meetings (coordinate with Provost)
    - ■ Follow up email announcement in early Feb from Provost's Office and / or Deans
- Committee members unanimous voted to approve technology survey (including duration & timing and dissemination strategy) with amendment to Question #21 indicated above.