California Community Colleges | TechConnect

Gear Up for 2025…
Zoom Tools with AI Companion

January 22, 2025 | 12:00 pm – 1:00 pm

Presenter: Donna Gustafson

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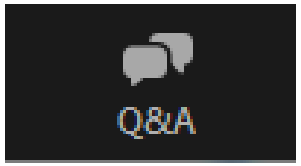
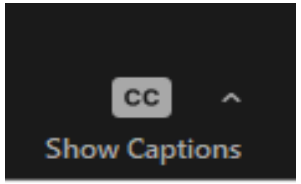
Housekeeping

Click “Chat” to read chat messages from the presenter.



Click “Q&A” to submit a question and/or read other questions.



Click “Show Captions” to read live captions.

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About TechConnect

TechConnect is a grant funded project from the California Community Colleges Chancellor's Office that provides multiple technology services to the students, administrators, faculties, and staffs of all colleges in the system. It's products and services are specifically designed to:

- Enhance the quality of learning materials
- Promote faculty-student engagement
- Streamline learning collaboration
- Promote consistency in the use of online learning technologies throughout the CCC system

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CCC TechConnect Services

TechConnect Zoom | **TechConnect Cloud** | ONLINE TEACHING CONFERENCE

e- Conferencing Services	Video Services	Online Teaching Conference
Online meeting collaboration	Securely store your media in one place	Annual premier event for CCC faculty, staff and administrators
Web and video conferencing	Share your media to any audience	3 days of learning and sharing best practices for teaching in the classroom and online
Virtual office hours management	Viewable on any device, with no ads	Over 70 sessions, offering 10 hands-on pre-conference workshops
Auto-generated captioning for all meetings	Add media interactivity	Serves nearly 1000 attendees
Instant sharing	Closed captioning available	Over 40 sponsors and exhibitors
Integrates with Canvas	Live event coverage, video production & editing	
	Integrates with Canvas	

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Gear Up…

It’s 2025!

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- AI Settings
- Workplace
- Team Chat
- Meetings
- Recordings

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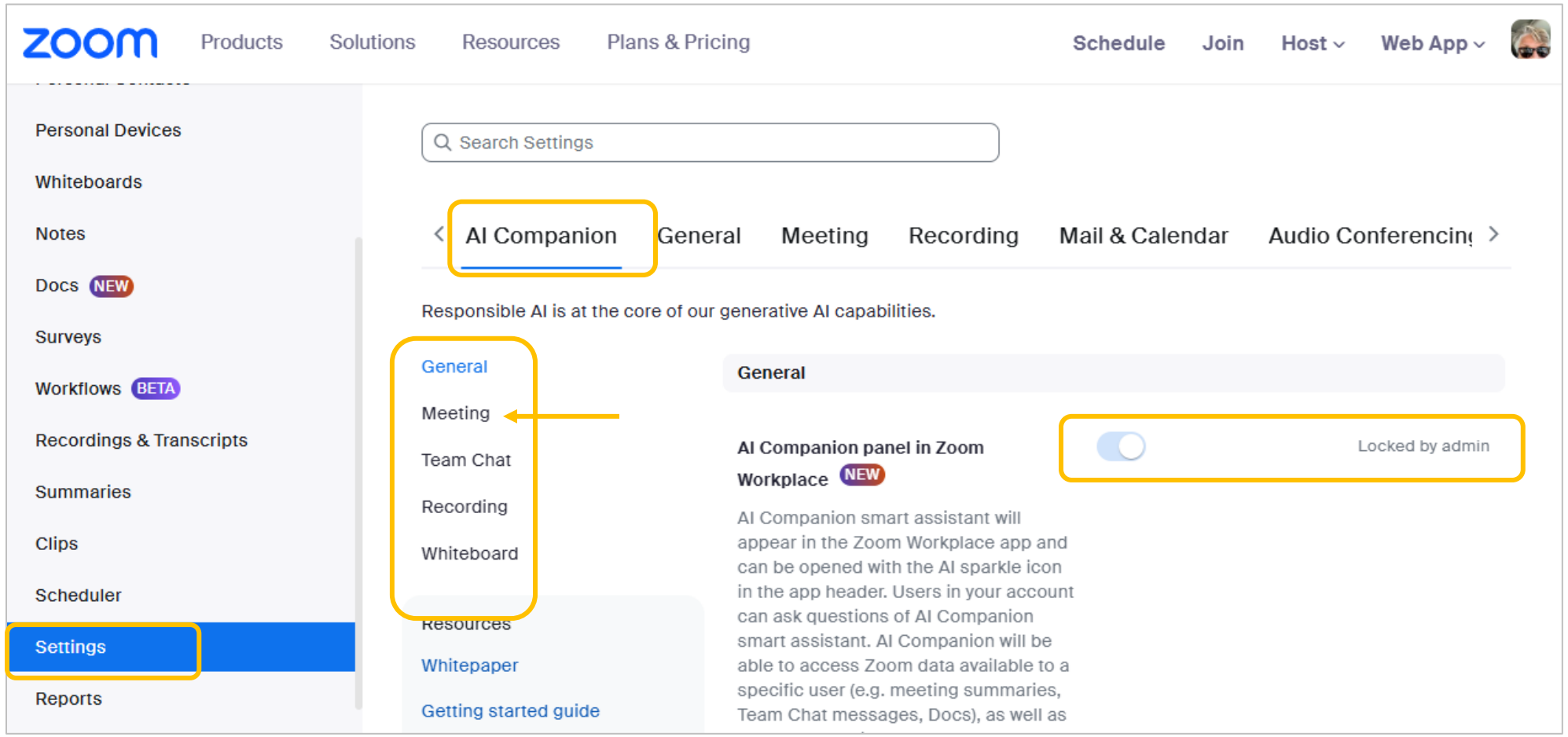
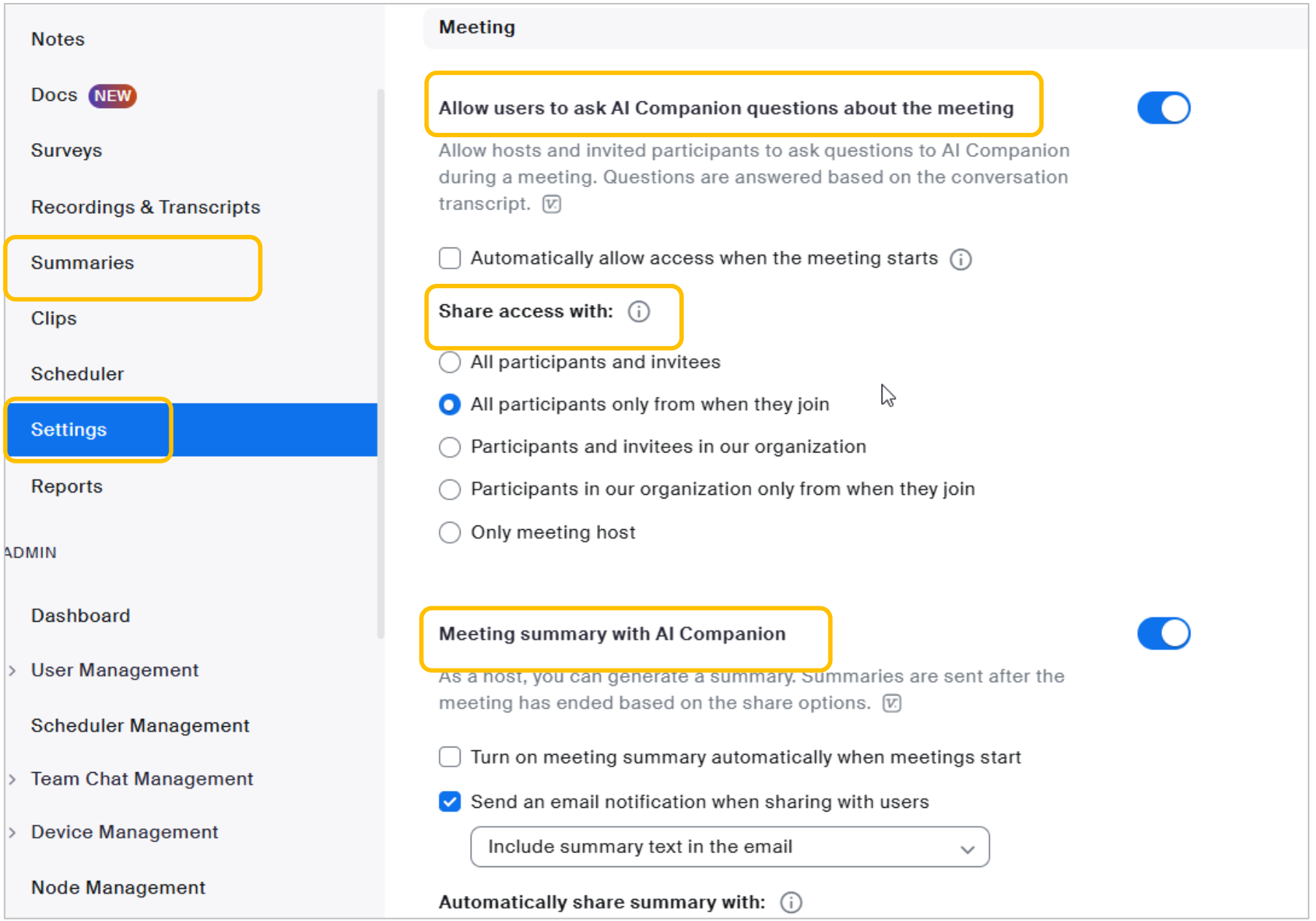
AI Account Settings



AI Settings for Meetings



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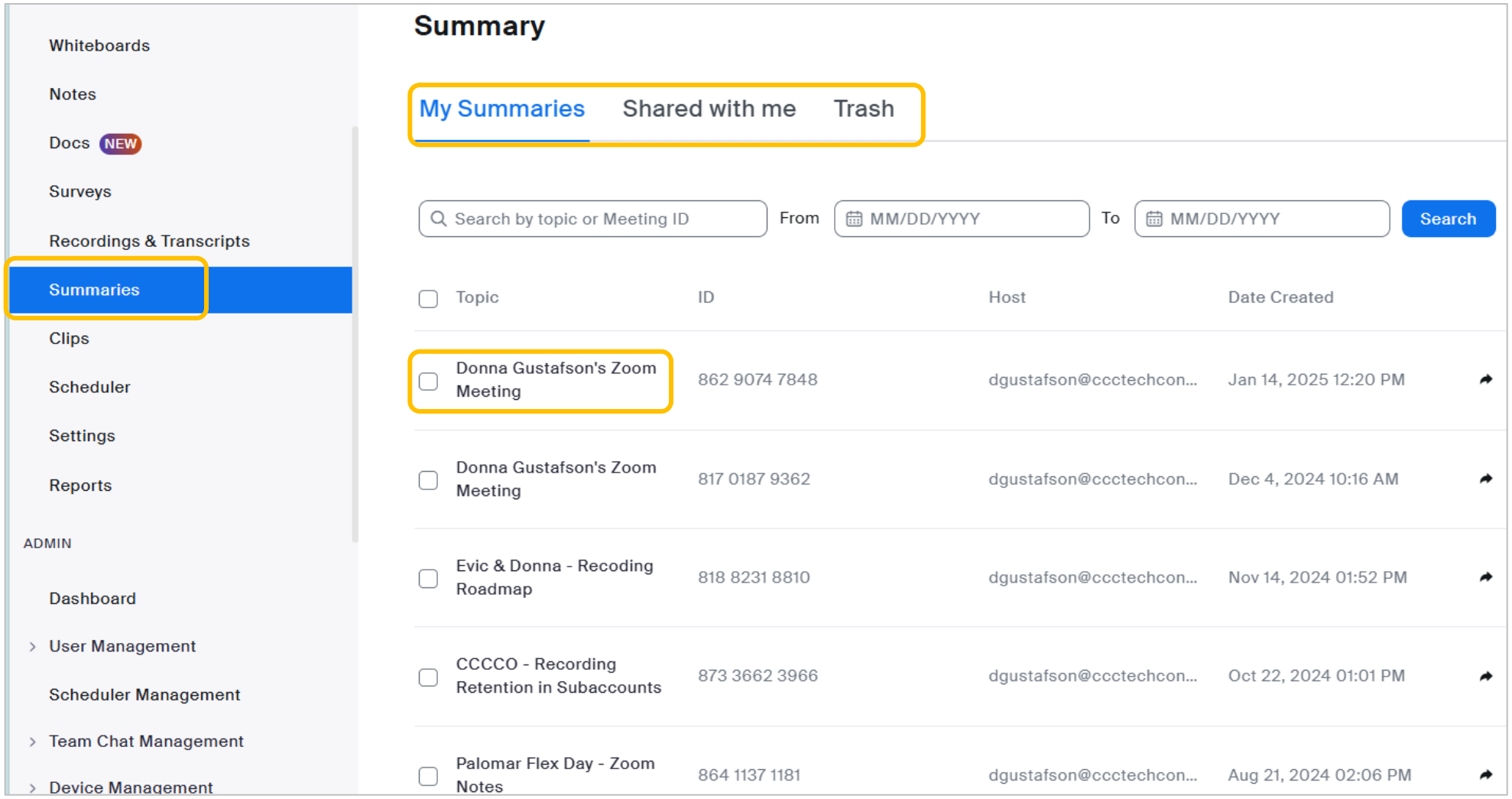
AI Created Meeting Summary



AI Summary Example

My Summaries > Meeting Summary for Evic & Donna - Rec...

Meeting Summary for Evic & Donna - Recoding Roadmap

Nov 14, 2024 01:42 PM Pacific Time (US and Canada) ID: 818 8231 8810

Quick recap

Evic and Donna discussed the process of informing colleges about upcoming changes in their recording management system, emphasizing the importance of tracking responses and potential follow-up actions. They also discussed the timeline for Zoom recording deletions, which was initially set for November but was moved to December, and the possibility of pushing the deletion dates back to October 2025. Lastly, they addressed technical issues Donna was experiencing with her computer and a meeting with Zoom scheduled for the next day.

Next steps

- Evic to confirm with Zoom if they can schedule deletions back to 2017 through July 31, 2024, during the meeting scheduled for tomorrow at 11 AM.
- Donna and Evic to prepare and update the webinar content for the upcoming Q&A session, focusing on recording management and deletion processes.
- Evic to create a recommendation for campus notification regarding the Zoom recording management timeline and policy.

Summary

College Communication and System Changes

In the meeting, Evic and Donna discussed the process of sending out information to colleges about upcoming changes in their recording management system. They emphasized the importance of tracking who opens and reads the emails to ensure accountability. Evic suggested following up with phone calls to colleges that haven't responded or taken action. They also discussed the possibility of reusing a webinar about recording management for colleges that haven't attended one yet. The team agreed to monitor the situation closely, particularly in the months leading up to the changes, and to be prepared for potential inquiries and concerns from the colleges.

AI in the Workplace App

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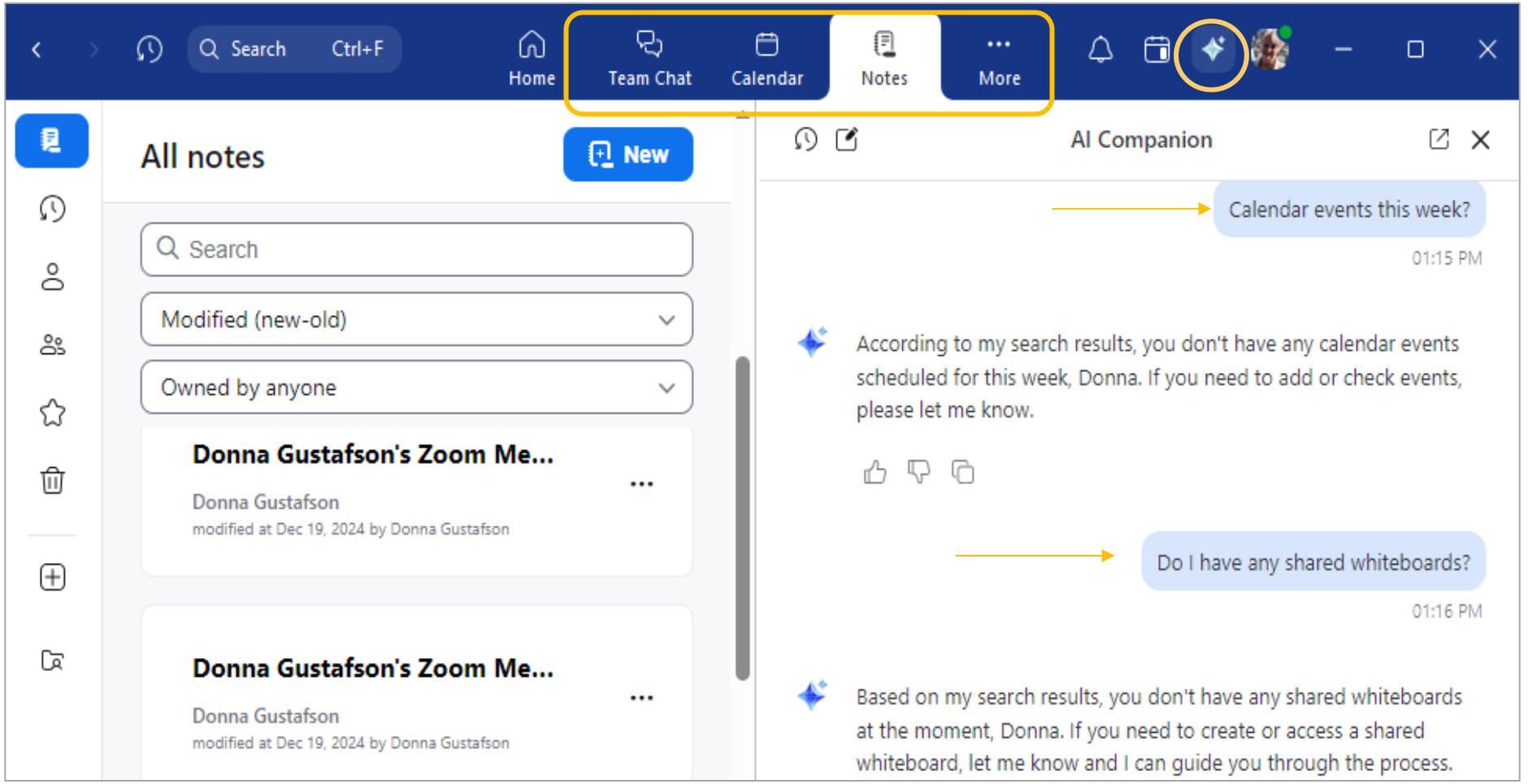
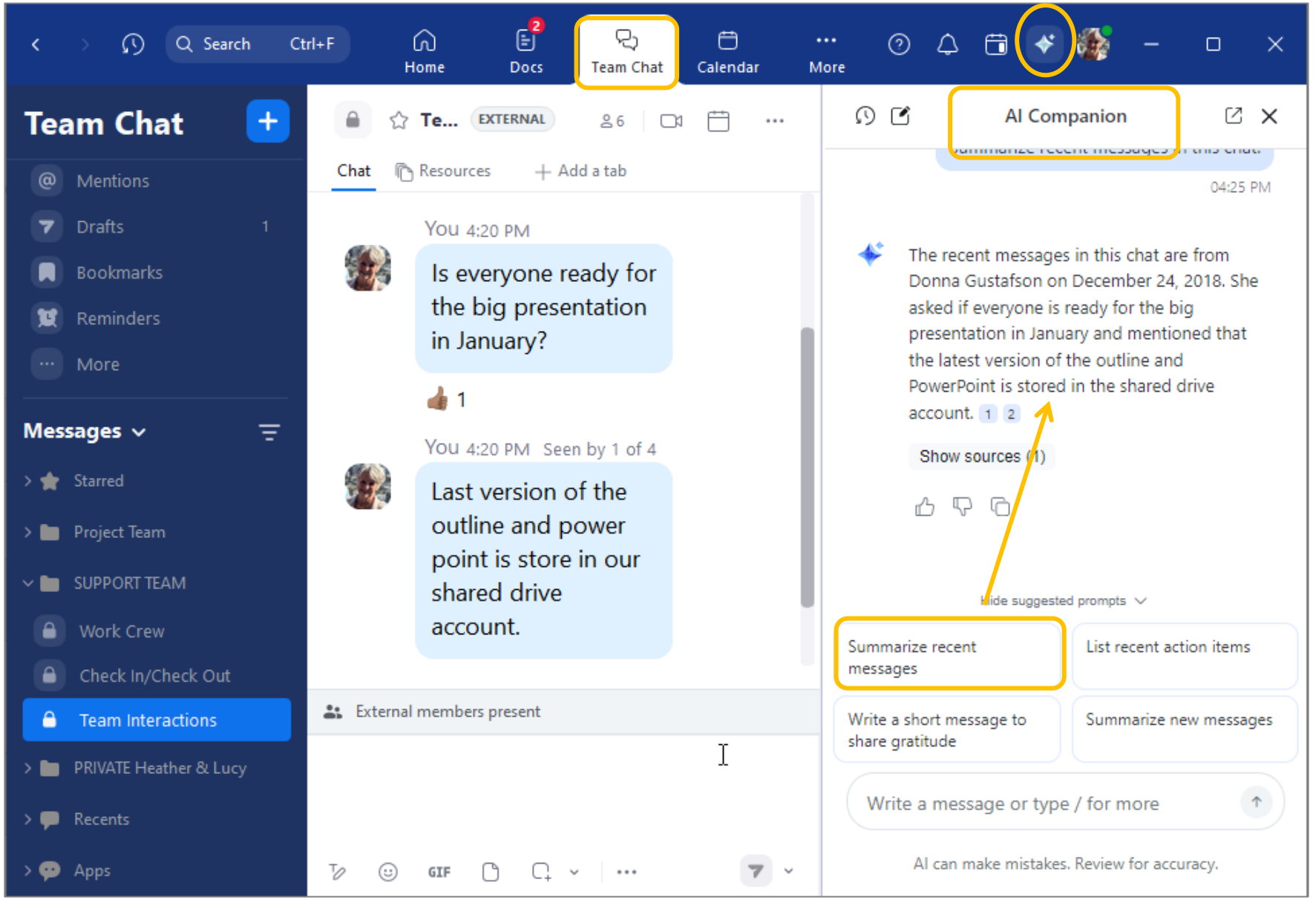
Companion Panel



Team Chat


Search Ctrl+F
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Team Chat
Mentions
Drafts 1
Bookmarks
Reminders
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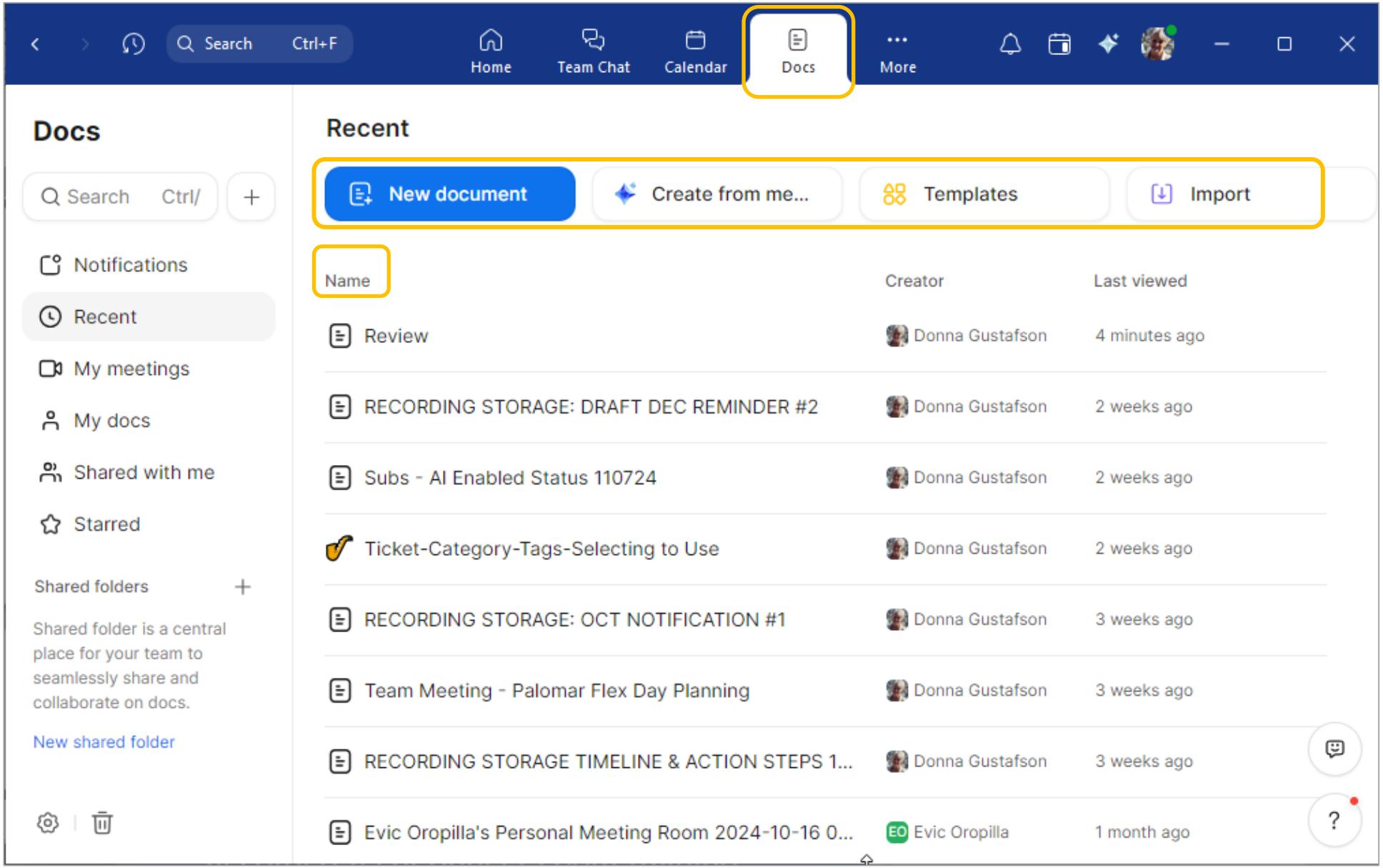
Messages
Starred
Project Team
SUPPORT TEAM
Work Crew
Check In/Check Out
Team Interactions
PRIVATE Heather & Lucy
Recents
Apps
Te... EXTERNAL 6
Chat
Resources
Add a tab
You 4:20 PM
Is everyone ready for the big presentation in January?
1
You 4:20 PM Seen by 1 of 4
Last version of the outline and power point is store in our shared drive account.
External members present
GIF
AI Companion
04:25 PM
The recent messages in this chat are from Donna Gustafson on December 24, 2018. She asked if everyone is ready for the big presentation in January and mentioned that the latest version of the outline and PowerPoint is stored in the shared drive account. 1 2
Show sources (1)
Hide suggested prompts
Summarize recent messages
List recent action items
Write a short message to share gratitude
Summarize new messages
Write a message or type / for more
AI can make mistakes. Review for accuracy.

Docs



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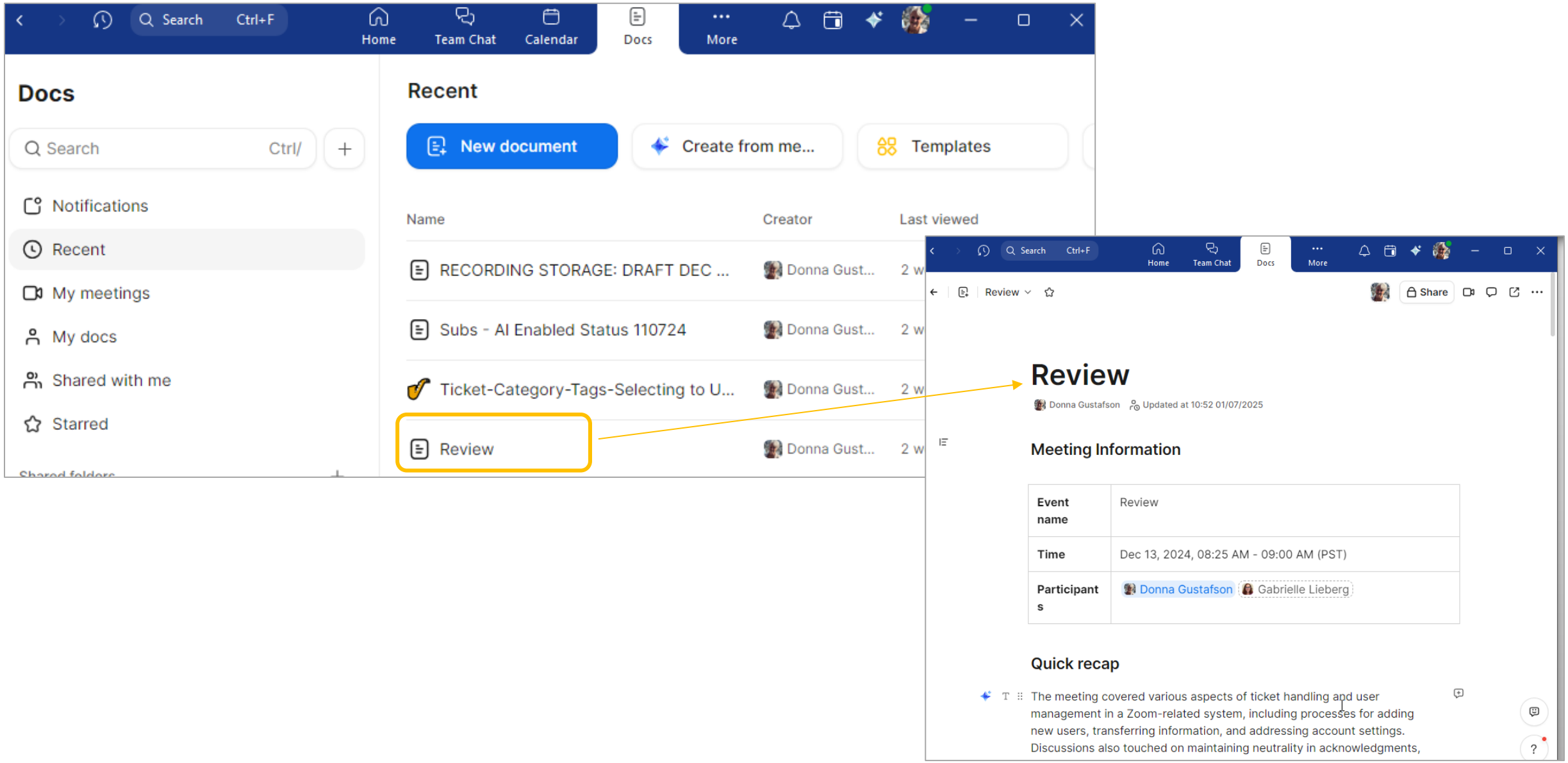
Search Ctrl+F
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Notifications
Recent
My meetings
My docs
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Recent
New document
Create from me...
Templates
Name
Creator
Last viewed
RECORDING STORAGE: DRAFT DEC ...
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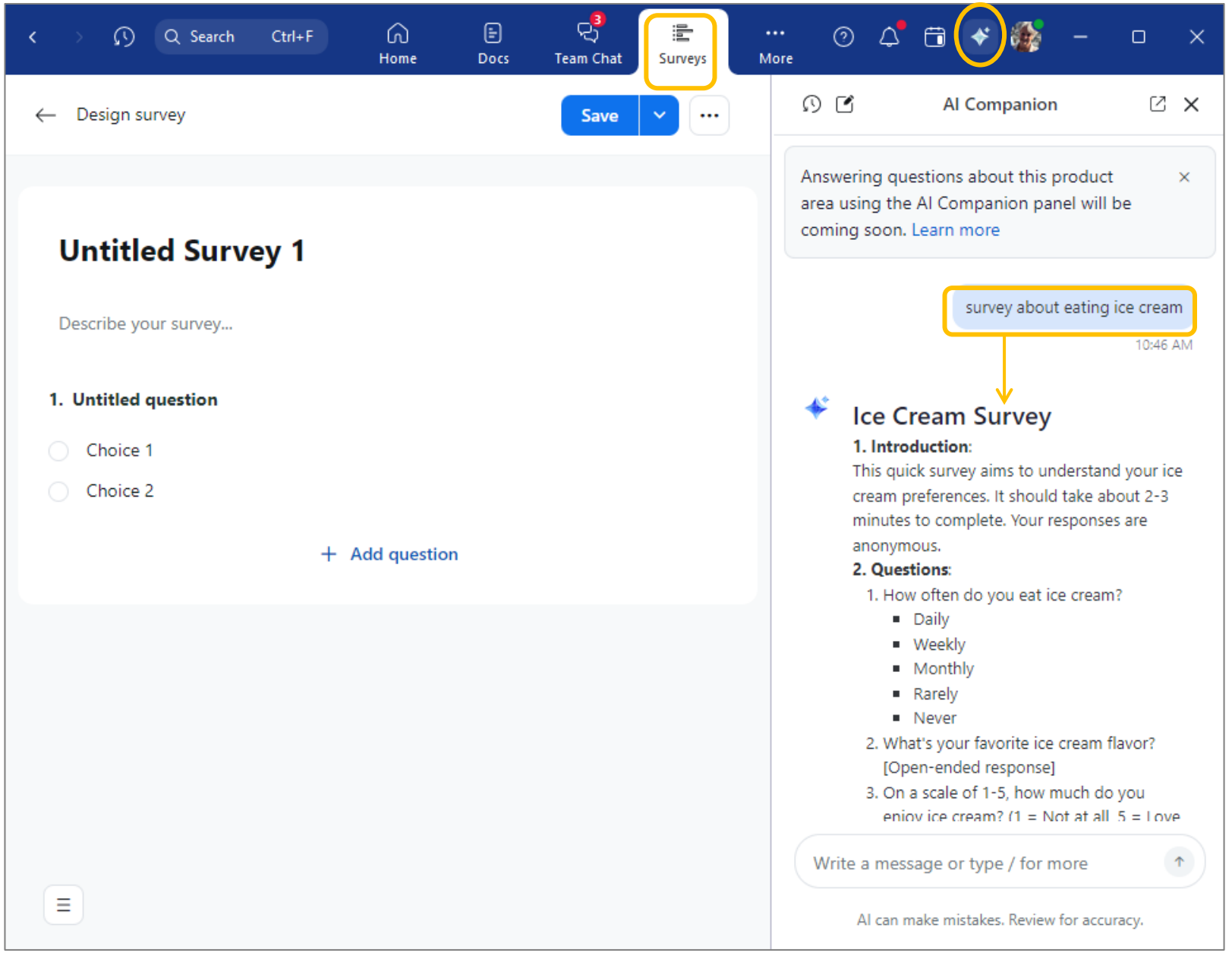
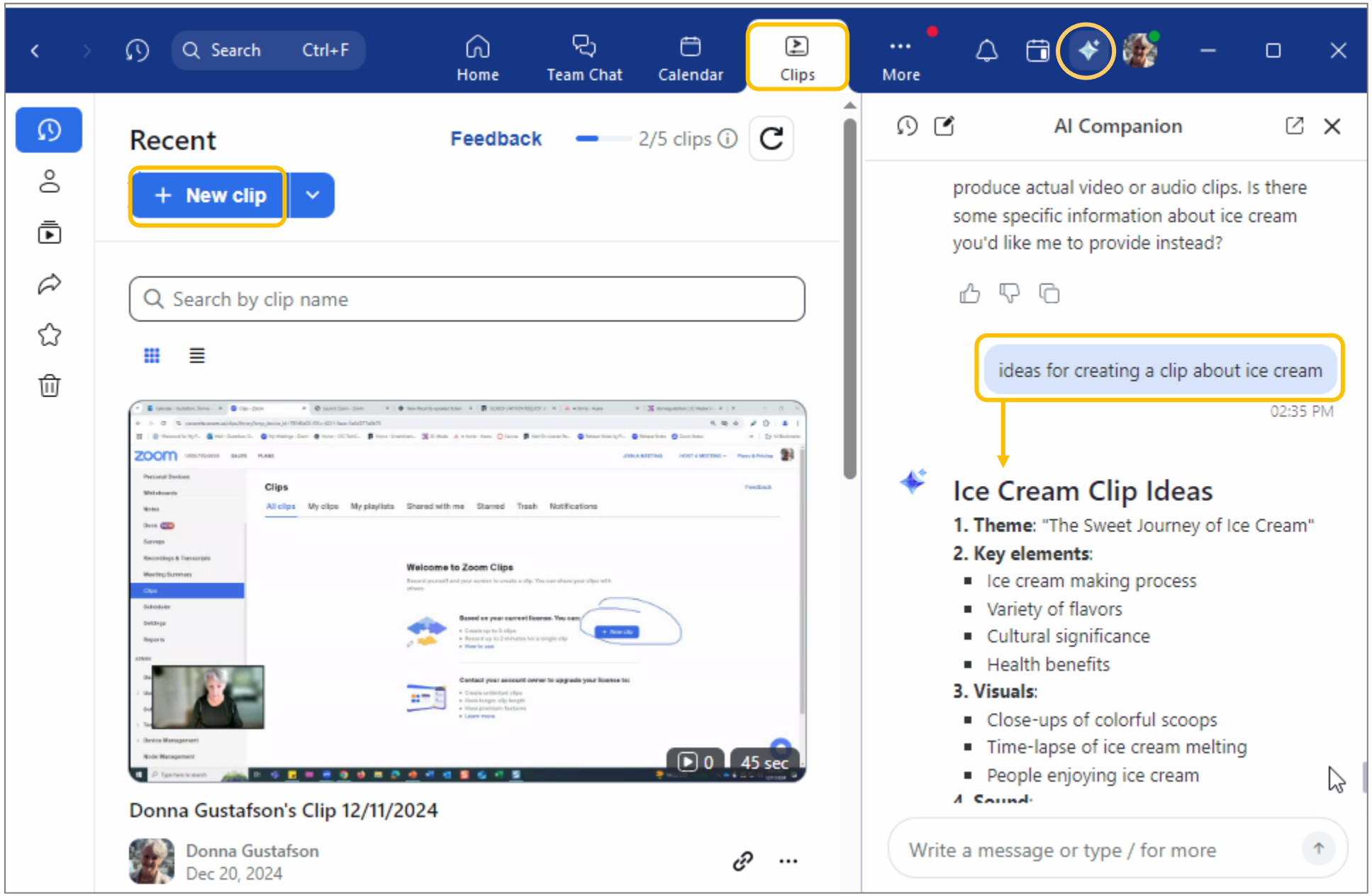
2 w
Subs - AI Enabled Status 110724
Donna Gust...
2 w
Ticket-Category-Tags-Selecting to U...
Donna Gust...
2 w
Review
Donna Gust...
2 w
Review
Share
Review
Donna Gustafson
Updated at 10:52 01/07/2025
Meeting Information
Event name
Review
Time
Dec 13, 2024, 08:25 AM - 09:00 AM (PST)
Participants
Donna Gustafson
Gabrielle Lieberg
Quick recap
The meeting covered various aspects of ticket handling and user management in a Zoom-related system, including processes for adding new users, transferring information, and addressing account settings. Discussions also touched on maintaining neutrality in acknowledgments,

Surveys


Search Ctrl+F
Home
Docs
Team Chat
Surveys
More
Design survey
Save
Untitled Survey 1
Describe your survey...
1. Untitled question
Choice 1
Choice 2
Add question
AI Companion
Answering questions about this product area using the AI Companion panel will be coming soon. Learn more
survey about eating ice cream
10:46 AM
Ice Cream Survey
1. Introduction:
This quick survey aims to understand your ice cream preferences. It should take about 2-3 minutes to complete. Your responses are anonymous.
2. Questions:
1. How often do you eat ice cream?
Daily
Weekly
Monthly
Rarely
Never
2. What's your favorite ice cream flavor? [Open-ended response]
3. On a scale of 1-5, how much do you
Write a message or type / for more
AI can make mistakes. Review for accuracy.

Clips



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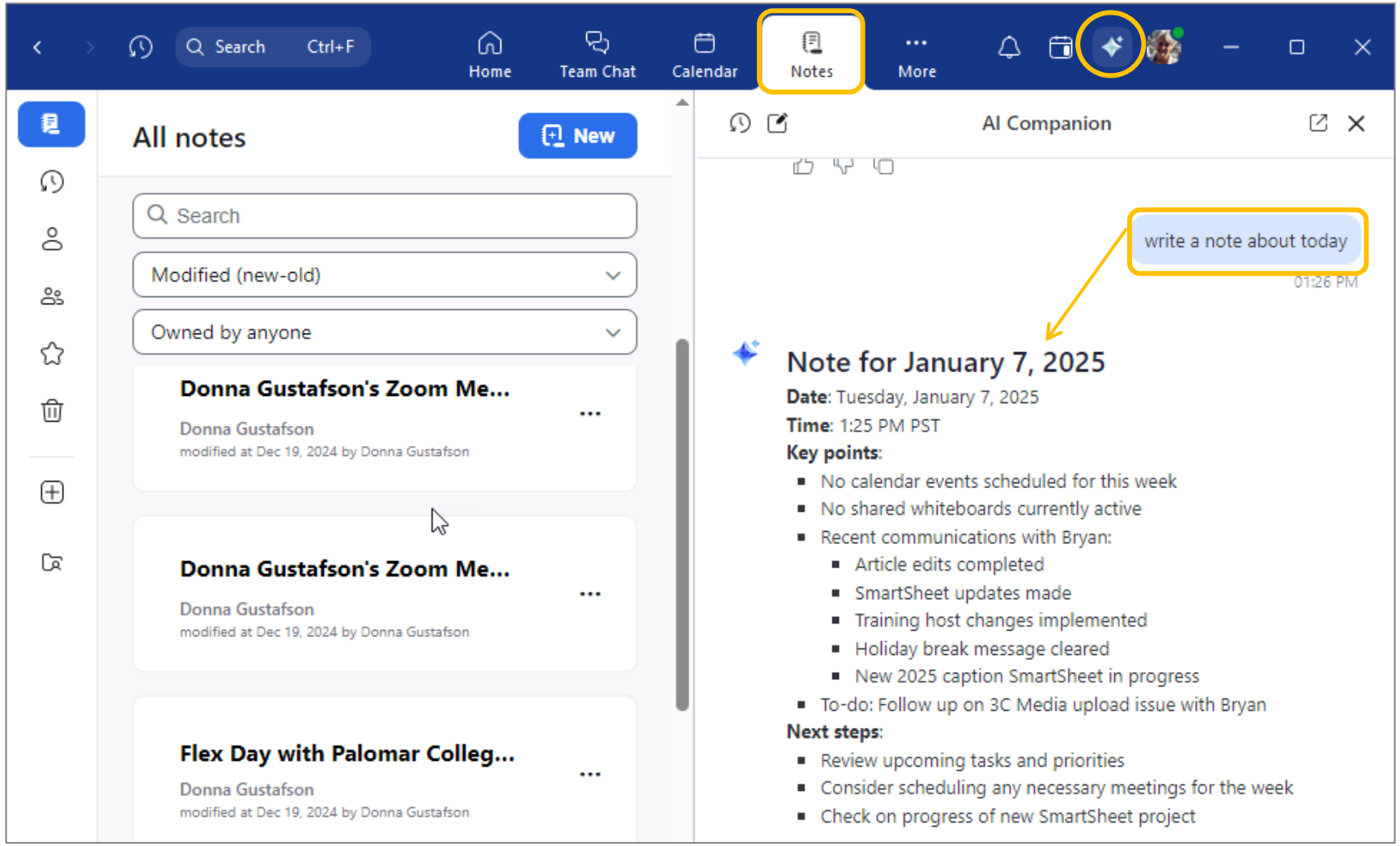
Notes



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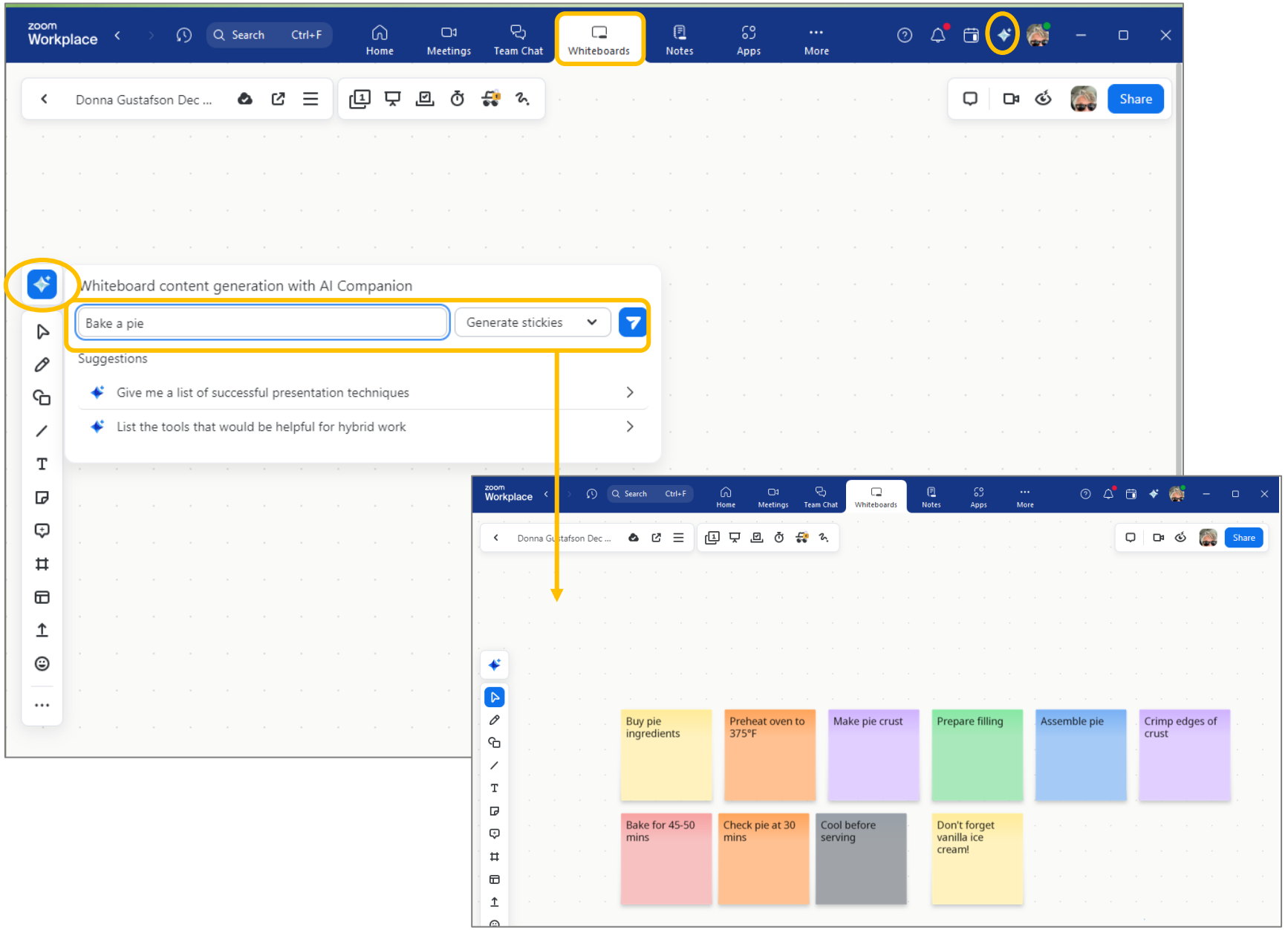
Whiteboards



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AI in Your Meetings

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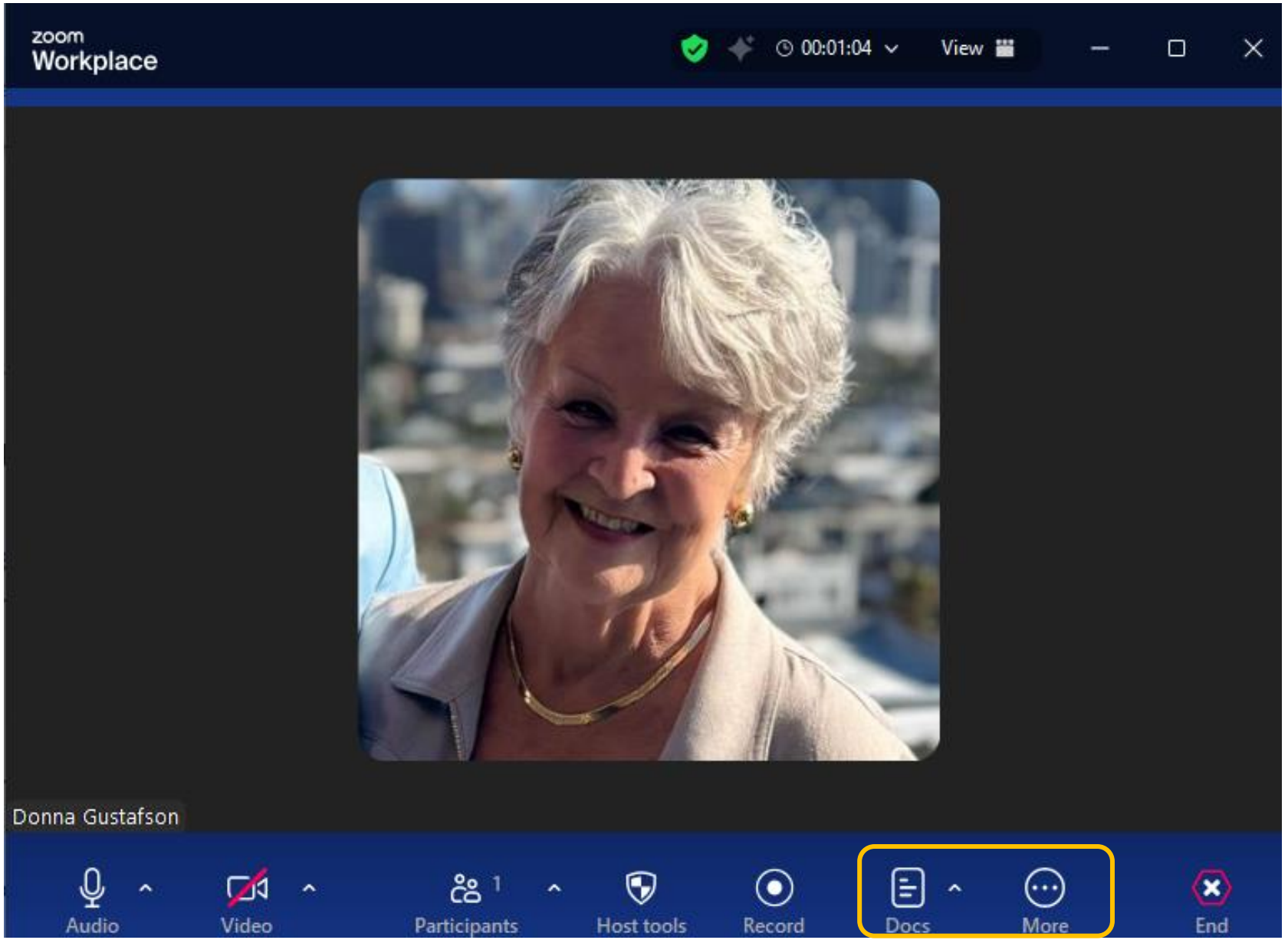
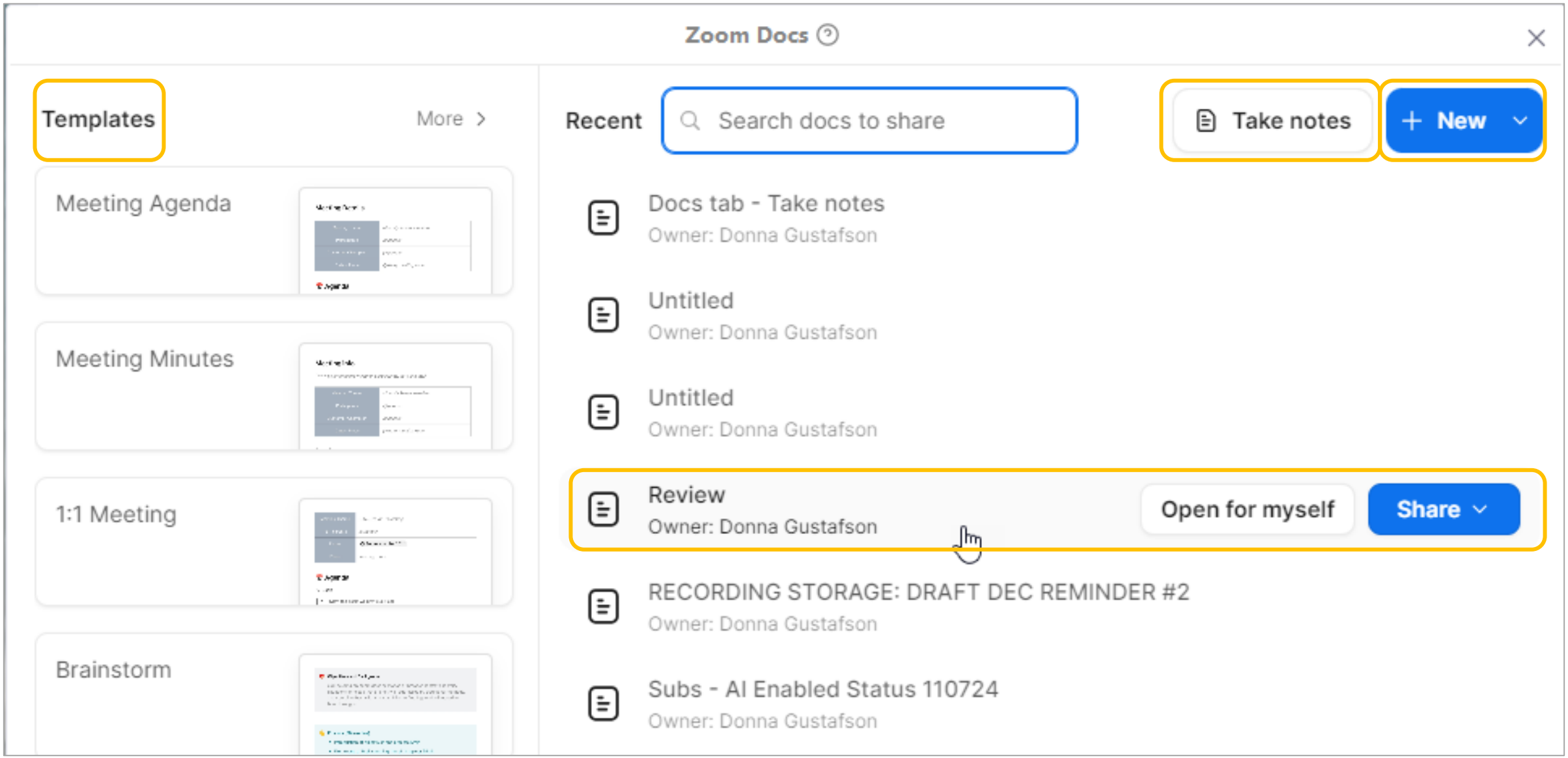
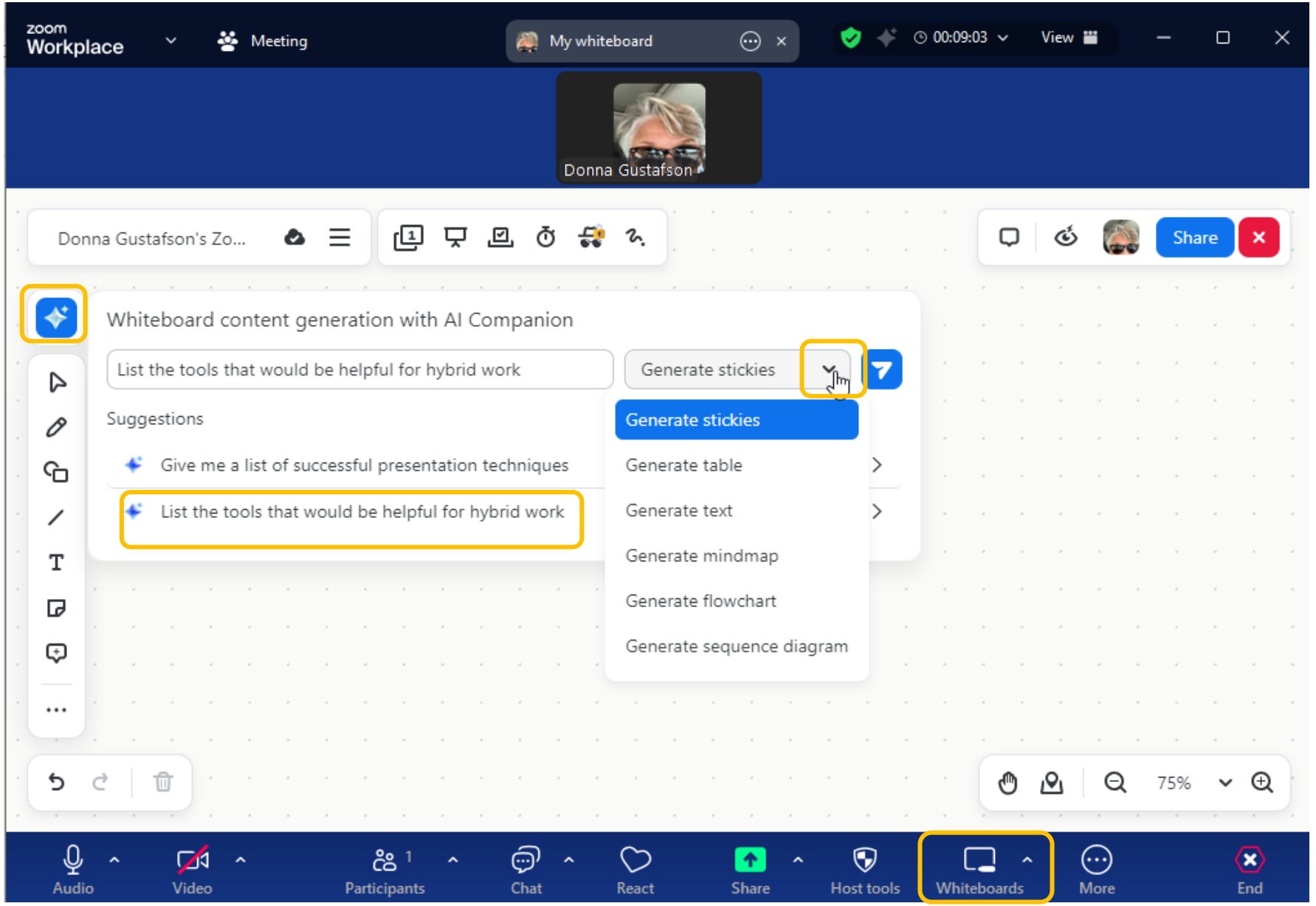
Docs


zoom
Workplace
00:01:04
View
Donna Gustafson
Audio
Video
Participants
1
Host tools
Record
Docs
More
End


Zoom Docs
Templates
More
Meeting Agenda
Meeting Minutes
1:1 Meeting
Brainstorm
Recent
Search docs to share
Take notes
New
Docs tab - Take notes
Owner: Donna Gustafson
Untitled
Owner: Donna Gustafson
Untitled
Owner: Donna Gustafson
Review
Owner: Donna Gustafson
Open for myself
Share
RECORDING STORAGE: DRAFT DEC REMINDER #2
Owner: Donna Gustafson
Subs - AI Enabled Status 110724
Owner: Donna Gustafson

Whiteboard



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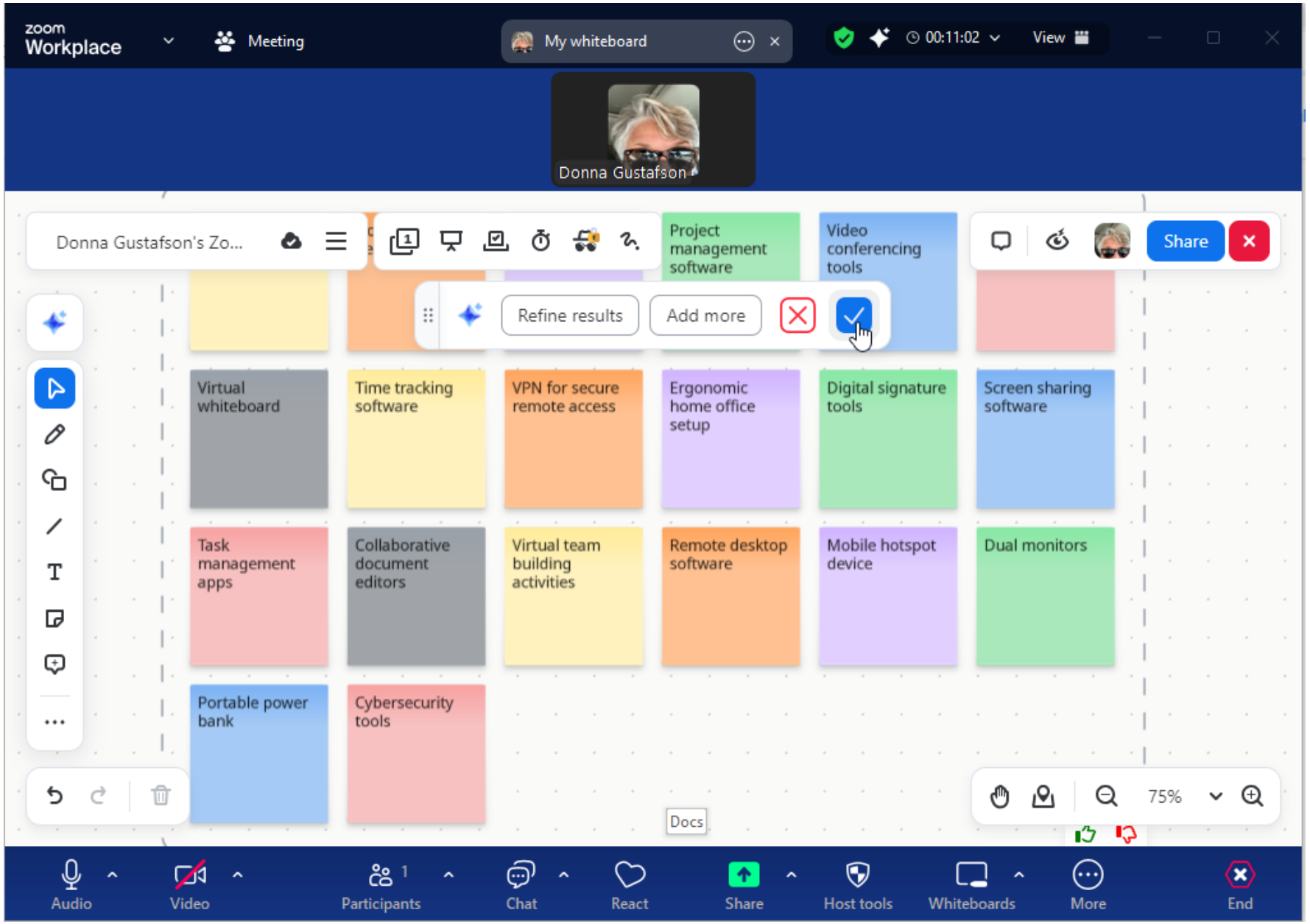
zoom Workplace
Meeting
My whiteboard
00:11:02
View
Donna Gustafson
Donna Gustafson's Zo...
Share
Refine results
Add more
Project management software
Video conferencing tools
Virtual whiteboard
Time tracking software
VPN for secure remote access
Ergonomic home office setup
Digital signature tools
Screen sharing software
Task management apps
Collaborative document editors
Virtual team building activities
Remote desktop software
Mobile hotspot device
Dual monitors
Portable power bank
Cybersecurity tools
75%
Docs
Audio
Video
Participants
Chat
React
Share
Host tools
Whiteboards
More
End

Smart Recordings

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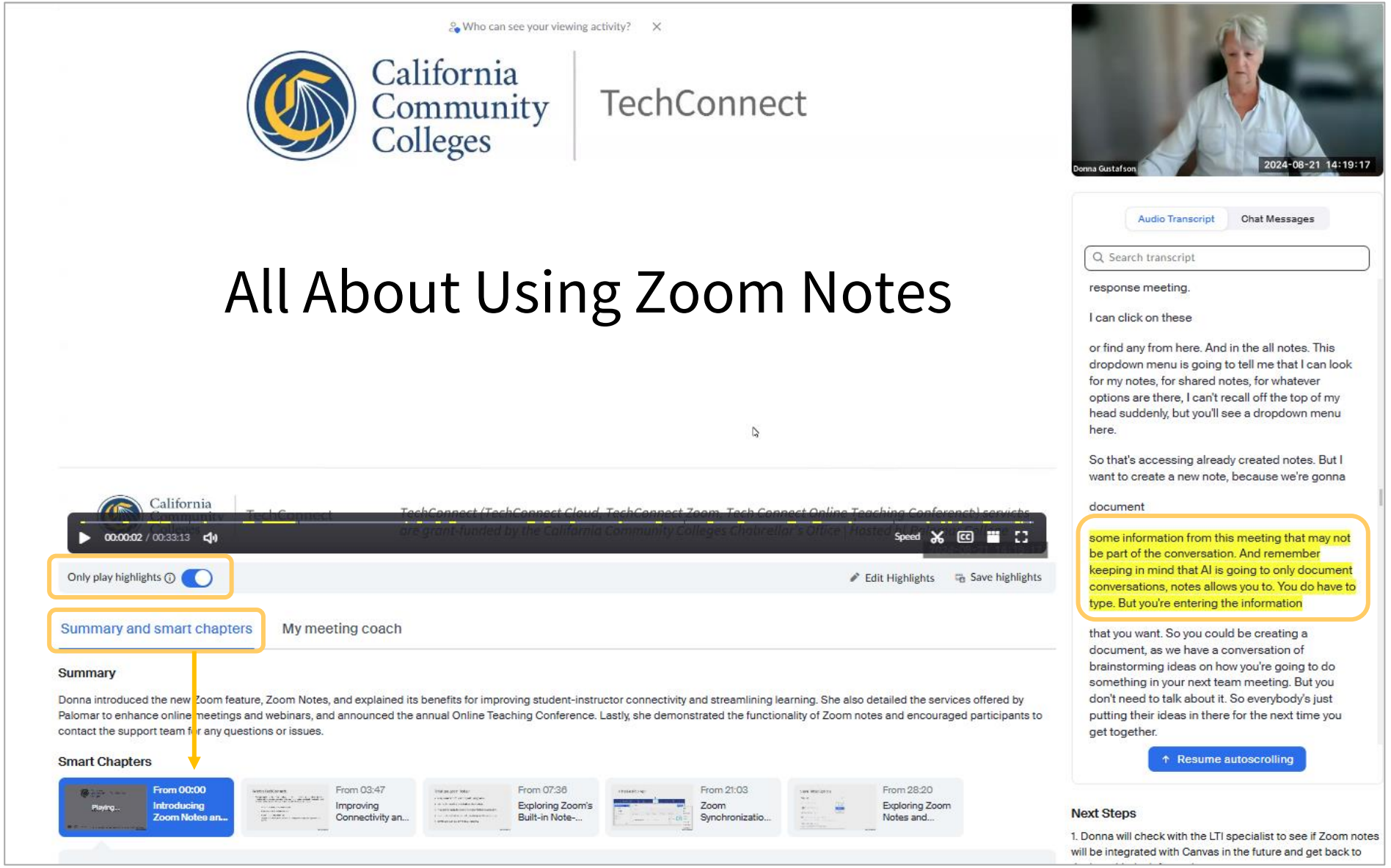
Smart Recordings



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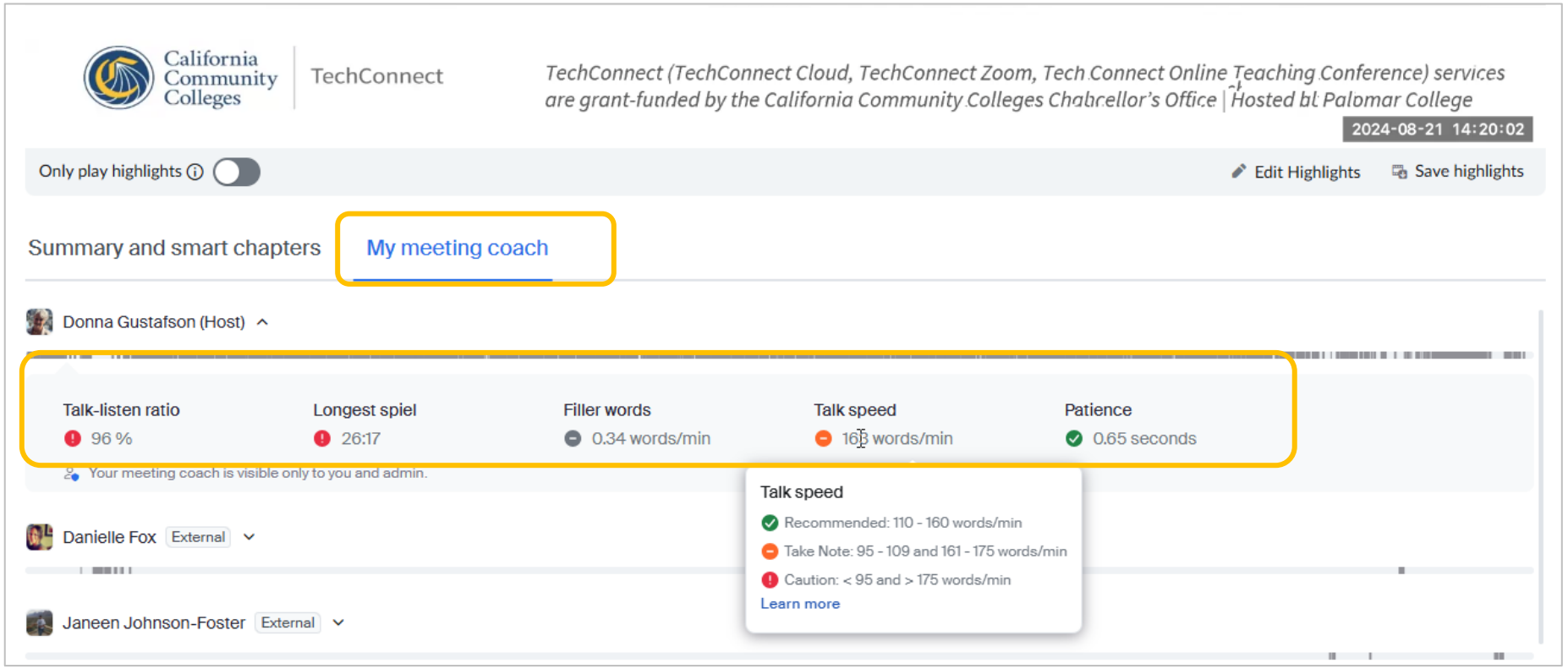
My Meeting Coach



Final Comments

- If your account does not have AI settings available, ask you IT team about plans to enable some or all the features.
- The tools are to assist.
- Experiment…see what you like and don't like.
- Use only the tools you feel benefit you, your students, and your colleagues.

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Contact Us!

CCC TechConnect

Email: support@ccctechconnect.org

Website: www.ccctechconnect.org

Support Website: ccctechconnect.zendesk.com

c/o Palomar College
1140 W. Mission Road, San Marcos, CA 92069

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TechConnect

June 16 – 18, 2025
Long Beach Convention Center

www. onlineteachingconference.org

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