# Technology Advisory Group

Board Room – District Office, Room 107

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for November 1, 2018**

**Members Present:** Jesse Gonzalez, Dean Hopkins, Scott James, Elliott Jones, Jim Kennedy, Cherylee Kushida, Mary Mettler, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Amy Styffe, Pat Weekes, Student Vincent Vargas - SCC Student

**Members Absent:** Archana Bhandari, Tammy Cottrell, Jorge Forero, Estefania Perez - SAC

**Guest:** Stuart Davis

**Discussion**

1. Call to Order
   * Meeting called to order at 2:30 p.m.
2. Information Security Data Classification AR

* The group went over the major changes that Mr. Steffens proposed under “Data Ownership” as part of his concerns from last meeting. Additional corrections were noted.
* Key points under this category were reviewed diligently: define what restricted, internal or public data is; level of protection should be determined by what type of data is being protected. We certainly need to consider implementing technical limitations and/or controls that apply to data owners/data custodians, third party, software vendors (Pearson Ed, McGraw Hill and the like).
* Mr. Kennedy reiterated that we need to be explicit and accurate with the guidelines we provide in the AR as we don’t want to expose ourselves (the district) to any unintended legal consequences.
* Mr. Gonzalez keenly addressed that Data Classification AR will require training and the need to identify and address gaps and obscurities in order to move forward. We are not there yet, but will continue working towards a suitable document.

1. Technology Update – SAC and SCC ongoing projects by Sergio Rodriguez and John Steffens

SCC - Sergio Rodriguez

* Multiple Measures – Math test process is currently being restructured. Hoping to be completed by April 2019.

SAC - John Steffens

* MIS – Financial Aid is proactively working on correcting MIS reporting errors in hopes to prevent delays and assure timely submission. Assistance from ITS staff with processes and access in working towards providing accurate information as Financial Aid funding depends highly on MIS submissions.
* Provided an overview of Cranium Café demo he attended; this is one of the free tools that comes by joining the Online Education Initiative. The system has various functionalities which will be beneficial for Student Services and has great potential to replace SARS.
* The system integrates with Canvas but is still in the process of expanding its capability to integrate with Colleague. Plan to pilot with Distance Education in spring 2019.
* Several SCC counselors have attended Cranium Café webinar and are currently in the evaluating process.
* Early Alert – still in the exploratory stage. Mr. Steffens along with the Student Services design team, will be attending Starfish (through Guided Pathways) demo on Tuesday, November 6th. Timeline for Early Alert is still undetermined.
* Mr. Gonzalez emphasized that when assessing new systems or tools to always consider their integration capability with Colleague. He also indicated that when these circumstances arise to try to network with our neighboring community colleges when possible regarding what systems and measures they use. We can leverage on these information to help standardize how we resolve issues and increase buying power.
  1. Comevo: Student Orientation Software Purchase
* Mr. Steffens shared that both campuses are moving forward with Comevo. SAC is working on obtaining the production quotes for the system contents. For SAC only – plan of roll out by summer 2019 for probationary workshops.
* Mr. Gonzalez mentioned that ITS has been helping SAC and SCC with funding their computer replacement plan in previous years. However, since SAC got approved for the full budget allocation required this year for computer replacements, ITS can use the funds intended for SAC’s computer replacement for the purchase of Comevo instead and called for a motion to support this decision.
* It was moved by Mr. Kennedy, seconded by Mr. Steffens and approved by the committee to purchase the Comevo software and support for SAC and SCC. Mr. Rodriguez abstained. The base price includes 10 modules/videos and if needed, additional modules may be purchased.

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| --- | --- | --- |
|  | First Year | Recurring Cost |
| SAC | $31,200 | $10,500 |
| SCC | $28,200 | $7,500 |
| Total | $59,400 | $18,000 |

* 1. New desktop standard
* Mr. Gonzalez briefly went over the features and price difference of HP G4 from G3 which is an upgraded model and not a new desktop standard.

1. Approval of minutes
   * Mr. Gonzalez called for a motion to approve the TAG Minutes of October 4, 2018 meeting. A motion to approve the minutes was made by Mr. Kennedy, seconded by Ms. Kushida. Ms. Mettler abstained as she was not present at the last TAG meeting.

**Informational Handouts Distributed**

* Information Security Data Classification AR (markup version)
* Comevo First Year and Recurring Pricing for SAC & SCC
* HP G3 & G4 Price and Feature Comparison Sheet

**Next Meeting Reminder: December 6, 2018**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

The meeting was adjourned at 4:02 p.m.