RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
[Website: Technology Advisory Group](#)

Agenda for March 7, 2019
2:30 p.m. - 4:00 p.m.
Board Room, District Office - Room #107

1. Demonstrations: Self Service and Colleague UI 5 – Davis

2. Districtwide Technology Planning Framework Update – Gonzalez

3. Technology Update – Colleges
   - SAC – Steffens
   - SCC – Rodriguez

4. Blackboard Learn Archive savings discussion – Gonzalez

5. Approval of TAG Minutes – February 20, 2019 **– ACTION**

6. Other

Next TAG Committee Meeting: April 4, 2019

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

Technology Advisory Group
Board Room – District Office, Room 107
2:30 p.m. – 4:00 p.m.

Meeting Minutes for February 20, 2019

Members Present: Tammy Cottrell, Jesse Gonzalez, Scott James, Susan Hoang, Cherylee Kushida, Mary Mettler, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, John Steffens,

Members Absent: Jorge Forero, Dean Hopkins, Jim Kennedy, Amy Styffe, Pat Weekes, Estefania Perez – SAC, Garradan Simmons - SCC Student

Guest: Stuart Davis

Discussion

1. Call to Order
   - Meeting called to order at 2:33 p.m.

2. TAG page update on RSCCD Planning Design Manual
   - Mr. Gonzalez announced that the membership portion of the manual will need to be updated to maintain consistency. This was the instruction received from District Council at their recent review of the manual. Major areas such as mission, vision, purpose and responsibilities had been discussed and decided on during the beginning of Fall last year. Chairs from different committees were also assigned to update their portion in time for the May 2019 retreat. Mr. Gonzalez also introduced Susan Hoang as the new TAG co-chair, representing SAC and taking over for Elliot Jones.

3. Districtwide Technology Planning Framework
   - Mr. Gonzalez shared excerpts from San Jose Evergreen CCD (SJECCD) Technology Planning Framework and discussed the process they adopted.
   - Mr. Gonzalez stated that SJECCD approach is an excellent framework model to follow. This planning framework allows for a broad strategic theme alignment between the colleges and district strategic plans and requires the least amount of revisions to maintain in an ongoing basis. At the same time, this planning framework enables specific initiatives to be taken at the college level. Since the SAC Technology Plan is due for an update, this is a good opportunity for SAC to pilot this process.
   - Discussions ensued as to what entails to align District/College Strategic Plans and accreditation standards. Different examples of what might fall under each category were provided.
   - Mr. Gonzalez and Mr. Steffens already came up with a draft for SAC about strategic themes. Mr. Gonzalez will initiate the process of creating a draft to be shared with TAG and SCCTEC, which can be later used to update the Master Technology Plan.
   - This particular topic will be shared at SACTAC and SCCTEC meetings for input. Ms. Mettler proposed that SCC be involved and join in with SAC and District while we are still at the initial stages. Mr. Gonzalez will have a separate discussion with Sergio Rodriguez, Alfonso Oropeza and Scott James relative to the subject.

4. Technology Update – Colleges

   <u>SAC – J. Steffens</u>
   - Cranium Café – being configured to bring chat capability to the Student Helpdesk. Target date by Spring break.
   - The IQBars official renamed in two different categories :
     - Student Helpdesk for tech support questions - ACC and Library
     - Resource Desk for admissions questions - Administration building
   - With the help of ITS staff, our courses are now available on the California Virtual Campus website (cvc.edu). SAC is currently working with the Online Education Initiative (OEI) to ensure we obtain proper badging and are prioritized properly.
   - NameCoach – Student Life department has asked to use this tool for commencement.
   - Possible technology projects for Veterans Resource Center (VRC)
     - L.A. consortium wants to build an app for VRC
     - Kiosk functionality for virtual queuing
   - Texting system issue – need to identify a field to mark in Colleague for students who don't want to receive text. Until resolved, students have to be added manually in the texting system. So far, there are (38) specific groups of students receiving targeted texting for Spring. Version 2.0 upgrade is forthcoming which should improve the system.
   - Student printing redeployment – still pending. SACTAC to setup a task force to tackle the task at hand.
   - Computer replacement project – $300k for computers for the instructional side has been submitted to Purchasing. Still have $450k but need to find out if it can be spent on projector purchases and necessary DSA approvals for installation.
   - Early Alert committee voted against moving forward with Starfish.
   - Comevo (Online Orientation) software purchase has been processed. Production purchase will be an agenda item at the February 25th Board meeting.
   - SAC website re-design – will not be able to work with Concentric Sky as they do not support SharePoint.
   - CurricUNET Meta – went live January 2019.

   <u>SCC – S. Rodriguez</u>
   - Elumen – all course data has been loaded
   - Texting system is being used for "text nudges" as a form of communicating with students. It is also used as a survey tool which seemed to receive more responses from students versus using complex survey software.
   - Bus Pass – plan for an app version; ID cards with magnetic strips are more prone to fraud.
   - SARS – now under new management. With that, SCC will start looking for a new scheduling/appointment software.
   - Student Helpdesk – Student Helpdesk plan has been developed to include funding and implementation process. This will be funded and coordinated by the Dean of Institutional Effectiveness and Assessment office.
   - Cranium Café – Counseling to pilot the online advising services this summer.

5. Blackboard Learn Archive contract renewal – ACTION
   - Mr. Gonzalez called for a motion to approve the option to not renew the Blackboard Learn Archive contract, effectively cancelling the agreement. A motion was made by Mr. Steffens, seconded by Mr. Rodriguez and approved unanimously.
   - Mr. Gonzalez will provide the actual end date of the first contract year of this agreement at the next meeting. Will assure to send cancellation with a 30-day advanced notice to vendor.

- A follow up discussion on the allocation of the savings from the contract will be scheduled for the following meeting.

6. Demonstrations: Self Service and College UI 5 – the demo portion is tabled for next meeting.
   - Mr. Davis shared that UI 5 version of Colleague is now ready to be deployed on users' desktop. Temporarily, both UI 4.5 and UI 5 icon will be on users' desktop for a couple of months for evaluation purposes. Training documentation is available and there is a plan to schedule training sessions for SAC and SCC sometime in March and April. Will also set a date for UI 4.5 version to be turned off as it has reached end-of-life.
7. Approval of TAG Minutes – December 6, 2018
   - Mr. Gonzalez called for a motion to approve the TAG Minutes of December 6, 2018 meeting. A motion to approve the minutes was made by Ms. Cottrell, seconded by Mr. Oropeza and approved unanimously.

Informational Handouts Distributed
- RSCCD Planning Design Manual 2013
- Districtwide Technology Planning Framework - SJECCD
- Blackboard Archival Discussion

Next Meeting Reminder: March 7, 2019; Board Room (DIST-107)

Adjournment
The meeting was adjourned at 3:57 p.m.