# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for April 1, 2021**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Susan Hoang, Sergio Rodriguez, Randy Scott, John Steffens, Pat Weekes

**Voting Members Absent:** Tammy Cottrell

**Supporting Members:** Thurman Brown, Dane Clacken, Stuart Davis, Jorge Forero, Michael Hoang, Dean Hopkins, Cherylee Kushida, Morsal Mohammad – SCC Student

**Discussion**

1. Call to Order
   * Meeting was called to order by Mr. Gonzalez at 2:30 PM.
2. Technology Project Listing, February 2021: Mr. Davis provided updates on key items within the Top 10 projects.

* RG0544 Modifications: Mr. Davis stated that after meeting with Fiscal Services there were a number of items of misalignment of data and expectations that still need to be addressed and corrected, but he anticipates this project will be completed soon.
* Student Veteran Certification Changes Notification Alert & VA Works: two projects that go hand in hand. The Notification helps the Veteran’s to identify students who have dropped classes while the VA Works software will allow for more robust case management.
* Starfish Implementation: The analytics are pretty much wrapped up. Reviewing some calculations and verifying that some data elements are necessary. For clarification, this project has been broken up into many (70+) sub-tasks to better illustrate the completed sections and assignees.
* CE WebAdvisor drop roster and grading customization, item 5 and 6: Continuing Ed has transitioned to census base classes and because of this, they cannot grade the classes without these customizations removed.
* Canvas SIS Batch Process Changes: This is an ongoing project of 6-month blocks at a time.
* Invoke Learning projects: Looks at engagement factors in Canvas courses as well as enrollment trends in the last 4-5 years and analysis to do some predictive analytics modeling to see where we are going. Currently being reviewed by ITS and Research and then will be shared with the VPs to use for decision making in the future.
* Ed Plan Report Modification: Mr. Steffens is working with ITS to get this report fine-tuned and ready for use.
* ENR\_FTES\_DETAILED REPORT: Tracks enrollment trends and compares to our current targets. Item 12, Targeting Tool, is being tested soon for implementation. Once this is live, it will help to wrap up this report.
* SIS system to integrate with OEI system: Additional Topic not identified in Project Listing: Ms. Kushida inquired about the status of this project. Non-production environment is configured and patched. Final testing is ongoing and should be completed soon. Mr. Gonzalez recommended that this project be identified for TAG and updates are added to this meeting group.

1. Technology Update – Colleges

SACTAC – Mr. Steffens

* + Update SAC’s Strategic Plan: Mr. Steffens reported that the majority of their last meeting was spent in strategic planning. They reviewed the outline and solicited feedback. Should be moving forward and updates will be provided in the future.

SCCTEC – Mr. Brown

* + Mr. Brown reported on the update of the SCC Website. This will be presented to Academic Senate next month. Once approved, they will use workgroups to go through mock-ups and testing.
  + He also reported on hotspots at the campus and covered details of that project.
  + Classroom Technology was also covered and standards from the AV group.

1. Technology Update ASG – Student experience with technology:

* Ms. Muhammad was unable to attend, but Mr. Gonzalez noted that she has now been added as a voting member for TAG per the guidance for districtwide committees.
* Her written update noted that she will be participating on the Technology Task Force for student experience. Going forward, more students will be added as voting members of these committees.
* Mr. Gonzalez also reminded the committee to fill out the survey regarding participation on the student experience Task Force.

1. Second reading Data Governance AR and BP, Data Trustees and Data Stewards list: Mr. Gonzalez reviewed the revised document and noted the changes marked in red.

* Mr. Gonzalez presented the BP 3740 and stated that it is now eligible for a vote. He then reviewed the edited document.
* Some of the changes include the addition of “general data management procedures” to list of covered items to clarify that although the SCFF is the main focus, there are other important data elements that require monitoring.
* Mr. Scott noted that a correction needs to be made to the second paragraph from “Student Center” to “Student Centered”.
* Mr. Steffens asked if the term SCFF should be included at all. Mr. Gonzalez noted that some of the items in the list, do actually focus on SCFF, but not imply that it is exclusive to policy.
* Additional edits were made to the document in a working meeting format for clarity.
* Mr. Steffens made a motion to approve BP3740 as edited. Seconded by Ms. Weekes.
* The board policy was approved unanimously.
* Mr. Gonzalez then presented AR 3740 and reviewed the changes before the vote to approve.
* The AR 3740 is one of several AR’s that will be related to, BP 3740 so additional language was added to that effect.
* No other edits were made to the document.
* Mr. Gonzalez explained that the Board Policies have a different approval process than the Administrative Regulations. The BP’s require approval first by the Board and then the AR’s follow and are approved by District Council. TAG is the first step of approval for BP’s and AR’s. So once BP 3740 is approved by the Board, AR 3740 will be submitted to District Council.
* Regarding AR 3740, an additional document link is currently under development regarding names and roles of data trustees, data stewards, data custodians for specific data areas. Due to some blanks and SRP retirements, additional work is needed on this list.
* Mr. Steffens made a motion to approve AR 3740 as edited. Seconded by Mr. Bustamante.
* The administrative regulation was approved unanimously.

1. First reading for Technology Initiatives for current 2020-2021 and proposed for 2021-2022
   * Mr. Gonzalez explained that some of the older initiatives were too narrow in scope and some had zero or only one project associated. The goal is to broaden the initiatives in order to have more projects associated with them. Ex. Starfish Project is tied to the first initiative, so therefore there are no completed projects for this initiative
   * Mr. Steffens expressed concerns about going too broad/general with the first initiative which opened up a larger discussion. It was decided to leave the initiative as is and manage the granularity at the Project level.
   * Review of Initiatives was not completed and will be completed at the next meeting.
2. Approval of TAG Minutes – March 4, 2021

* Mr. Gonzalez called for a motion to approve the TAG Minutes of March 4, 2021 meeting. A motion to approve the minutes was made by Ms. Hoang and seconded by Mr. Bustamante and approved unanimously.

1. Other

* Due to time constraints, additional agenda items will be tabled until the next meeting in May.

**Informational Handouts**

1. Data Governance AR and BP, Data Trustees and Data Stewards list

**Next Meeting Reminder: May 6, 2021 via Zoom**

**Adjournment**

The meeting was adjourned at 3:58 p.m.