RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Website: Technology Advisory Group

Agenda for September 2, 2021
2:30 p.m. - 4:00 p.m.
https://cccconfer.zoom.us/j/94554895244

1. TAG introductions, membership, responsibilities and purpose (10 minutes) – All

2. ITS Annual Report (20 minutes) – Gonzalez, Forero, Clacken, Hoang, M., Brown

3. Technology Project listing, August 2021 (5 minutes) – Forero

   - Self-Service Update

4. Technology Update – Colleges
   - SAC – Steffens (10 minutes)
   - SCC – Rodriguez (10 minutes)

5. Student experience with technology:
   - SAC Student – Angel Michael (10 minutes)

6. Colleague Cloud Self-Hosting: Updated proposal from Ellucian (10 minutes)– Gonzalez

7. 2021- 2022 TAG Meeting Schedule (5 minutes)– Gonzalez

8. Approval of TAG Minutes – May 6, 2021 (5 minutes) **– ACTION**– Gonzalez

9. Other (5 minutes)

Next TAG Committee Meeting: October 7, 2021

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

The Technology Advisory Group promotes student learning and institutional effectiveness through technology by strategically planning and developing technology policies and procedures in support of the mission of the colleges and the district.

Responsibilities	Membership
Develop and strategically align RSCCD and college technology plans	▶ Assistant Vice Chancellor of Information Technology Services (Co-chair)
Assess the effective use of technology resources	▶ Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College & Santiago Canyon College
Develop and evaluate districtwide hardware and software standards	
Review and evaluate hardware and software replacement cycles	▶ Three faculty members: Co-chair of SACTAC and co-chair of SCCTEC and either Santa Ana College or Santiago Canyon College Distance Education Coordinator or three faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College
Develop recommendations for equipment and software, resource allocation, and training needs related to the use of technology	
Develop and evaluate technology policies	
Communicate back to and advocate for represented constituencies regarding the use of technology	▶ Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College)
	▶ Two students appointed by each Associated Student Government President, Santa Ana College & Santiago Canyon College
	▶ One of the faculty representatives shall serve as committee co-chair
	▶ Faculty co-chairs and third Faculty member shall rotate annually between Santa Ana College & Santiago Canyon College.
	▶ Two Faculty representatives shall represent the College not acting as co-chair.

TAG Membership:

Voting members:

Santa Ana College	Santiago Canyon College	District
Adam Morgan, Faculty	Scott James, Faculty*	Jesse Gonzalez, Asst. Vice Chancellor*
Cherylee Kushida, Faculty		
John Steffens, Admin	Sergio Rodriguez, Admin	
Tammy Cottrell, Classified	Robert Bustamante, Classified	Pat Weekes, Classified
Angel Michael, Student	SCC Student	

* Co-Chair (faculty co-chair rotates annually between SAC and SCC)

Supporting resources:

Santa Ana College	Santiago Canyon College	District
	Tara Kubicka, Faculty	Thurman Brown
Jim Kennedy, CEC	Daniel Oase, OEC	Michael Hoang
Joe Pacino (alternate)		Dane Clacken (alternate)

Self Service Implementation

Project Status

September 1, 2021

Status Report – September 1, 2021

Key Accomplishments

- Advising module is fully operational
  - Counselors can add courses, sections to a student plan
  - Counselors have ability to enroll students to specific courses
- Student Planning module is fully operational
  - Student Registration
  - Add Courses
  - View Grades, Unofficial Transcript, Program Evaluation
- Financial Aid module is fully operational
  - Students can view and accept their aid
  - Financial Aid counselors can view students aid
- Faculty module is partially operational
  - View Rosters and Waitlist
  - Can grade courses through self-service
  - Grant add authorizations (Removed the customized function in WebAdvisor)

Upcoming Activities / Major Deliverables

- Update deployment roadmap for Self-Service
- Student Finance module
  - Ability to make payments through Self Service
  - Implement TouchNet Payment Center
- Faculty Module functionality
  - Ability for Faculty to drop students

Key Mile Stones

Status	Milestone	Planned	Actual
Green	**Implement Touchnet Payment Center**	**10-29-21**	
Green	**Update Implementation Road Map**	**10-29-21**	
Green	**Pilot Instant Enrollment, Self Service for non-credit**	**Spring 2022**	
Green	**Complete Phase 1 – Student and Faculty (Soft Launch)**	**Summer 2022**	
Green	**Roll off WebAdvisor Student and Faculty (Full Launch)**	**Fall 2022**	

Major Risks, Issues or Escalation Requests

ID	Description / Mitigation / Owner
	Risk – the ability to enable external links in Self Service that currently work in WebAdvisor Mitigation – Investigation resolution with Ellucian Owner - ITS

2021- 2022 TAG Meeting Schedule - Tentative

September 2, 2021
October 7, 2021
November 4, 2021
December 2, 2021
February 3, 2022
March 3, 2022
April 14, 2022
May 5, 2022

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Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
2:30 p.m. – 4:00 p.m.

Meeting Minutes for May 6, 2021

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Voting Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Randy Scott, John Steffens, Pat Weekes

Voting Members Absent: Sergio Rodriguez

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

Discussion

1. Call to Order
   - Meeting was called to order by Mr. Gonzalez at 2:31 PM.
2. Technology Project Listing, April 2021: Mr. Davis provided updates on key items within the Top 10 projects.
   - RG0544 Modifications: Mr. Davis stated that after several meetings with Fiscal Services, the changes being requested resulted into a complete report overhaul. It may take a little time before we can get this off the list while we work on a viable resolution.
   - Student Veteran Certification Changes Notification Alert & VA Works: Two projects that go hand in hand. VA Works implementation: we are currently working together with Veterans Offices at SAC and SCC in reviewing the VA Works contract and VPAT. This may be a quick implementation as we have familiarity with Clockwork which is the parent company of VA Works.
   - Starfish Implementation: As requested by Mr. Steffens, this project has been broken up into sub-tasks to better illustrate the progress of each module.
   - Modified FG0030 report for Financial Aid: They are requesting minor modification to fix some academic standing issues that are impacting students.
   - CE WebAdvisor drop roster and grading customization, item 5 and 6: Continuing Ed has transitioned to census base classes, but current customizations will prevent faculty from grading and dropping students if these customizations are not removed.
   - Canvas SIS Batch Process Changes: This is an ongoing project. We have several scripts that are run, (40+ to date) as a preparatory process for every term.
   - Ed Plan Report Modification: Mr. Steffens is working with one of the developers and close to being wrapped-up.
   - ENR_FTES_DETAILED REPORT item 11: In order to proceed, we need some elements from item 13, Targeting Tool. ITS is meeting with the campus VPs on a regular cadence to fine-tune targets around FTES and different funding modality. Plan to loop in 2 of the Deans at our next meeting to begin piloting the targeting tools. Once the required data is received, it will help facilitate this report (item 11) and to potentially go live.
   - Additional Topic not identified in the Project Listing:
     - Connection to California Virtual Campus: Mr. Davis reported that there were several issues with Ellucian connection which had been resolved. ITS was able to provide the California Virtual Campus an API feed from Ellucian Ethos which is a real-time data being directly fed into their system. This is currently taking place in their test environment. Once testing is complete, will be setup in production. This will allow us to move closer to being one of those identified as a teaching institution.

- o Single-Sign-On cutover: This project will potentially move WebAdvisor, Self-Service, Colleague UI, Ellucian Mobile, Canvas and CCCApply into a single-sign-on environment. The login experience is similar to Adobe, Office 365 and Cranium Café logins. The tentative cutover date is targeted for June 7th. Ms. Kushida expressed a concern on the cutover date being too soon and the amount of training, marketing and other logistical efforts involved. Mr. Davis noted that ITS is setting up all the configurations in the test environment. This allows ITS continuous access for testing and resolve any issues in case the go-live date is rescheduled.
- o Chosen Name: Mr. Davis announced that Chosen Name has been successfully implemented on Class Roster, Self-Service, WebAdvisor and Canvas. This has been well received.

  Mr. James stated since the implementation of Chosen Name, Distance Ed's Canvas account processes have increased. They are having to send these requests to ITS HelpDesk as they can no longer be done manually. Mr. James asked if ITS has any recommendation to streamline the process. Mr. Davis shared that ITS is working on a solution and will schedule an offline discussion with Mr. James and Ms. Kushida about automating account creation from Canvas.

3. Approve Technology Initiatives for FY21-22
   - Mr. Gonzalez resumed the review of the remainder of initiatives not covered from last meeting. He first focused on the items that are being proposed to keep and supplemented with details on why they are rolling over for next fiscal year.
   - Mr. Gonzalez covered details on those needing modifications next.
   - A new initiative to support Temporary Remote Instruction (TRI) is being proposed.
   - Discussions ensued whether to leave the initiatives as is and at the same time being mindful of them being too broad and some may require a granular approach. Mr. Gonzalez restated that the proposal was to leave the initiatives as is which was decided on last meeting.
   - Mr. Gonzalez called for a motion to approve the Technology Initiatives for FY21-22. A motion to approve was made by Mr. Steffens, seconded by Ms. Weekes, and approved unanimously. This will be included in the Technology Plan updates for next fiscal year.
   - Mr. Steffens asked what process is involved to ensure new initiatives aligns with the technology goals. Mr. Gonzalez will provide an updated copy to show alignment with goals for new proposed initiatives.

4. Technology Update – Colleges

   SACTAC – Mr. Steffens
   - Mr. Steffens reported on the SAC technology update of Starfish Implementation and Website redesign. This is normally shared at SACTAC first but since this is the last TAG meeting for the fiscal year, he decided to update the committee now and not wait for the September meeting.
   - SACTAC approved the baseline computer replacement funding of $1.034M, which reflects the 5-year average cost, plus 5% for computers not part of current inventory.
   - SACTAC discussed the technology plan draft and survey collected for environmental components.

5. Technology Update ASG – Student experience with technology:
   - Ms. Muhammad had no updates to share. She announced that she will be transferring and will no longer be the student representative for SCC next year.
   - Mr. Gonzalez stated that the technology feedback provided by Ms. Mohammad has been documented and plans to have ongoing interaction with ASG. He stated that it would be helpful if she conveyed the plan with ASG prior to her exit. Mr. Gonzalez proposed to meet offline for a quick discussion on the topic.

6. Review forecast contract renewal costs for next Fiscal Year 2021-2022:
   - Mr. Gonzalez provided a quick overview of each item. Dollar amounts marked in black denotes that an actual renewal quote has been received.
   - Most contracts are within our fiscal year. If all possible, ITS works with the vendor to prorate every contract to align with our fiscal term period.
   - Majority of the contracts are funded through ITS operational budget but those that support TRI will be paid by the CARES Act funding as long as they are available. The overall estimated cost is over $250M.
   - Mr. Gonzalez stated that we receive a budget escalator of $125K and hopes this will be sufficient considering the savings from other line items.
   - The actual contract renewal list will be presented in February or March meeting.

7. Review recommendations from Computing Replacement Taskforce
   - Mr. Gonzalez reported that this taskforce was formed in early part of the year. Members: Thurman Brown, Jesse Gonzalez, Michael Hoang, Susan Hoang, Sergio Rodriguez and John Steffens.
   - The intention is to identify gaps and establish guidelines to prevent issues with technology equipment replacement when they come due. Recommendations were presented. The taskforce will continue to make the necessary updates until the decision to implement is made.

8. Approval of TAG Minutes – April 1, 2021
   - Mr. Gonzalez called for a motion to approve the TAG Minutes of April 1, 2021 meeting. A motion to approve the minutes was made by Mr. Steffens and seconded by Mr. Bustamante and approved unanimously.

Informational Handouts
1. Technology Project Listing, April 2021
2. ITS Contract Renewal List FY21-22 Forecast
3. Technology Initiatives FY21-22
4. Recommendation for Funding – Computer Replacement

Next Meeting Reminder: September 2, 2021 via Zoom

Adjournment
The meeting was adjourned at 3:59 p.m.