

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](http://www.rancho-santiago.com.edu/technology)

Agenda for February 3, 2022

2:30 p.m. - 4:00 p.m.

<https://cccconfer.zoom.us/j/94554895244>

1. Technology Project listing, January 2022 (5 minutes) – Howard
2. Mid-year Report Presentation (30 minutes) – Gonzalez, Howard, Clacken, Brown
3. Establish task force to review and update Strategic Technology Plan Goals for 2023-2024 (10 minutes) – Gonzalez
4. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
5. Student experience with technology:
 - SAC Student – Angel Michael (10 minutes)
 - SCC Student – Jacob Bereskin (10 minutes)
6. Approval of TAG Minutes – December 2, 2021 (5 minutes) – **ACTION**– Gonzalez

Next TAG Committee Meeting: March 3, 2022

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.

Strategic Technology Planning

Proposed minimum membership:

Designation	Location (SAC, SCC, District)
1 Administrator	
1 Classified	
1 Faculty	
1 Student	

Proposed timeline:

Date	Event	Description
February 3, 2022	TAG Meeting	Task Force gets formed
February to September 2022	Task Force updates STP Goals	Complete draft before TAG October meeting
October 2022	TAG Meeting	2023-2024 STP Goals first reading by TAG
October to November 2022	Task Force updates STP Goals	Incorporate changes requested by TAG
November 2022	TAG Meeting	2023-2024 STP Goals approved by TAG

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

Meeting Minutes for December 2, 2021

Voting Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Scott James, Adam Morgan, John Steffens, Pat Weekes, Angel Michael – SAC Student, Jacob Bereskin – SCC Student

Voting Members Absent: Cherylee Kushida, Sergio Rodriguez

Supporting Members: Thurman Brown, Dane Clacken, Jorge Forero, Michael Hoang, Tara Kubicka-Miller

Discussion

1. Call to Order
 - Meeting was called to order by Mr. Gonzalez at 2:32.
2. Technology Project Listing, November 2021:
 - Implement TouchNet Payment Center: There are some issues we still need to resolve which will affect the December 8th implementation. This will be rescheduled.
 - Vaccine Status Report for employees – EHIN Report: Updates are being reviewed by H/R.
 - Update new TLM rate for IW-ID-AAW-AAD calculations: Target completion date is December 15th.
 - EPIC: Canvas SIS Batch Process Changes until 12/31/21: New epic will start in the new year.
 - New Data Elements for Research Data Warehouse: Several modifications have been made based on feedback from Research. Expected to be completed soon.
 - Noncredit courses on the CVC course exchange, CCCApply Noncredit, and CCCApply Noncredit: Finalizing requirements. ETA will be available after the holidays.
 - Student_Seat table modification: Completed. Pending feedback.
3. Approve Printer Standards: Mr. Hoang conducted the presentation from handout.
 - Large Black & White networked printer (medium department: HP LaserJet Enterprise M607 is going end of life. Will replaced by M610dn.
 - Pagemide color printer (small department): HP Pagemide Pro 452dw is also going end of life. No recommended replacement.
 - Mr. Gonzalez called for a motion to approve the new printer standards. A motion to approve was made by Mr. James, seconded by Mr. Bereskin and approved unanimously.
4. Technology Update – Colleges
 - SACTAC – J. Steffens: Mr. Steffens shared updates from SACTAC.
 - SACTAC endorsed the recommendation of multi campus workgroup to review the ADA Self Evaluation Plan. Mr. Steffens read the approved resolution.
 - SACTAC has approved technology upgrade budget for the first time.
 - SAC Student Helpdesk has been supporting close to 500 students in Fall semester with 150 issued hotspots and 398 laptops. They will start supporting the technology loan program for the Fashion Design students in the Spring semester.

- Mr. Steffens shared an update from Distance Education regarding CVC courses. We now have over 60 courses on the CVC website. The State has certified our local quality control and no longer require their prior approval to make the courses available through CVC website.
- Mr. Gonzalez expressed full support of the SACTAC accessibility resolution. He stated that it will carry more weight if this is conducted by both technology committees. Mr. James shared that this will be on the agenda for the February 2022 SCCTEC meeting and will draft similar resolution.
- Mr. Gonzalez proposed to meet with Mr. Steffens and Mr. James offline to review both resolutions. We can use them as sources to create the TAG resolution to be recommended at District Council. If funding is needed, we can also bring to the District Budget committee.

SCCTEC – S. Rodriguez:

- Mr. James provided an update on behalf of Mr. Rodriguez.
 - SCCTEC conducted the resource request ranking. It was decided that all technology requests go through the tech committee for ranking.
 - SCC taskforce is in the process of re-evaluating their collegial governance structure. More updates to come.
5. Student experience with technology:
- SAC Student - Angel Michael:
 - Ms. Michael stated that she was slowly becoming familiar to using Canvas but would prefer to talk to ASG first before making additional comments.
 - SCC Student – Jacob Bereskin
 - Mr. Bereskin shared that SCC recently send out a survey and will share the results when they are available.
 - Mr. Gonzalez inquired if Mr. Bereskin can provide feedback regarding the Wi-Fi issue brought up from last meeting. Mr. Gonzalez suggested that if needed, ITS can schedule a walk-through but it's ideal to test specific areas with the person who's experiencing the issue. Mr. Bereskin to contact Mr. Clacken to discuss a suitable time to meet.
 - Mr. Gonzalez asked Ms. Michael and Mr. Bereskin to provide a common time to schedule a recurring meeting.
6. Computer Replacement plan recommendations discussion: Mr. Gonzalez went over the updates made in each category. This is a collaborative effort conducted by a taskforce from both colleges.
- Mr. James requested if he could present this at SCCTEC as an informational item.
 - Mr. James also noted the importance of having centralized funding. Mr. Steffens shared that SAC has made great progress with budget allocation. SAC made efforts to adjust their request and planning cycle to ensure they align with budget planning cycle.
 - Mr. Gonzalez proposed to have schedule an offline conversation with the responsible parties if any misalignments and gaps need to be addressed. He also noted that it would be ideal to meet with the technology committees chair and discuss plans going forward.
 - SAC and SCC to pilot virtual desktop technology: this is a server type of infrastructure that allows students and faculty to access the technology such as computer lab through any device anytime an anywhere. As an update: SCC has obtained funding and purchase order has been processed. SAC is still in the process of reviewing the contract.
7. Approval of TAG Minutes – November 4, 2021
- Mr. Gonzalez called for a motion to approve the TAG Minutes of November 4, 2021 meeting. A motion to approve the minutes was made by Mr. Steffens, seconded by Mr. Morgan. Ms. Weekes abstained as she was not present at the last meeting.

8. Other

- Mr. Gonzalez announced that Mr. Hoang has resigned from his position as the Director of Academic and End User Support for SAC.
- Mr. Gonzalez took the opportunity to recognize Mr. Hoang's major accomplishments and contributions during his employment with the district.

Informational Handouts

1. Top 10 Technology Project Listing
2. New Printer Standards
3. Computer Replacement Plan Draft

Next Meeting Reminder: February 3, 2022 via Zoom

Adjournment

The meeting was adjourned at 3:33 p.m.

DRAFT