Rancho Santiago Community College District

District Office
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Technology Advisory Group

Meeting of: Thursday, December 5, 2013 – 2:30 p.m.
District Office 114, Executive Conference Room

Meeting Minutes for December 5, 2013

Members Present:	Curtis Childress, Tammy Cottrell, Allen Dooley, Dean Hopkins, Scott James, Cherylee Kushida, Sylvia LeTourneau, Phil Lyle, Becky Miller, Joe Pacino, Jolene Shields, George Sweeney, Lana Wong

Members Absent:	Corine Doughty, Raymond Hicks, Christine Kosko, Linda Rose

Guests Present:	Anabelle Cabrera, Sergio Rodriguez

Discussion

- Minutes:
  - The minutes from the October 3, 2013 meeting were approved.
- OER: Online Education Resources:
  - Sylvia reviewed information regarding to the demo that was presented on November 7 by a board member and two faculty members from SAC (Jared and Roy). Two examples were a debate class and a math class.
  - After the demo at the District Council meeting, the Chancellor said he wants a task force of TAG to implement OER.
  - George shared that he will be using OER for a pre-calculus class in January. This will be a huge benefit to the students. He would like to put together a task force at SAC to implement this resource campus wide. What do we need in order to make this happen? Should we add it to the Tech Plan? Some areas are already using but there is no formal structure.
  - George shared that these task forces be filled by members from both SAC and SCC. Monthly meetings at each campus and possibly have quarterly meetings as a group.
  - He sees this as a huge benefit for students regarding cost of textbooks.
  - Cherylee suggested including the Libraries. She shared that the Library was very much invested in Kaleidoscope. The librarian is a key component to research where to obtain these OER materials. She also mentioned that technology support is essential.
  - Distance Education would be a huge part of this project as well.
  - The biggest question is "what do we need?" How much and what kind of support is needed from ITS?
  - Cherylee recommended that each campus research what is currently in place and how they can start implementing courses that are already in progress and share with faculty teaching the same courses.
  - This task force will not handle the curriculum itself. It will only focus on how to disseminate curriculum that has already been created and approved. Create standards for all section of specific courses.
  - Scott commented that faculty support is crucial in order for the project to succeed. The task force is important, but faculty involvement is even more essential.

- Lana suggested that we keep the task forces separate for now. More discussion needs to take place although the areas that have implemented are successful.
- One way to possibly help with faculty buy-in is to negotiate some flex time to allow faculty to become involved. This would require possible discussions with the Deans.
- George recommended getting a test group from both campuses (Math departments?) to get started.

- Zumasys Debrief
    - The demo of Zumasys was held on November 7th. Phil shared that we have options to have a virtual cloud environment either outside or inside our network. We want to evaluate both options but prefer to attempt to keep it in-house.
    - Working with Corrine and George to determine the scope of the process and how many machines would be compatible and what applications would reside on them.
    - Once a pilot program is in place and the research is done, a report will be provided with the costs and capabilities laid out in real numbers.
    - We may need to do a combination of replacement of some machines and move others to cloud based access of applications. Cost would be a big factor.
    - Will man hours also be considered? Perhaps there will be cost savings in equipment but it may cause more human intervention. Also need to factor into the big picture.

- Computer Replacement Recommendation
    - Sylvia has already worked with Peter to go over the recommendations and he is setting up a meeting with the chancellor to present our plan.
    - Needs approval from TAG before she proceeds.
    - This is only a recommendation. The colleges will need to come up with their own IT budget for computer replacements. TAG will not be involved in the details.
    - If they do not begin to address this technology shortfall, it will eventually be a factor in accreditation.
    - TAG approved moving forward with the recommendation.
    - If implemented then ITS will place the order for all the computers and warehouse for deployment. Virtual Desktop project will also be a factor.

- DRAFT – Executive Dashboard
    - Metric data of RSCCD picture
    - Sylvia will work with Nah to put this report on the intranet (updated weekly snapshots)
    - We will build out a Data warehouse with these snapshots

- ITS Projects
    - Sylvia presented all the projects for the next few years
    - Student evaluations (new software solution)
    - Each square can be anywhere from 2 months to a few years to fully implement

- IT Plan Appendix
    - Need to get everything updated by mid January
    - Several items were removed from future IT Plans such as TurnItIn, Kaleidoscope (change to OER in the SAC and SCC plans), Library Systems, Instructional Design Software
    - Should we add Adobe? Sylvia was going to do a survey of some sort with faculty to determine "value".

- General Committee Member Updates
    - SAC TAC – No update
    - SCC TAC – The Tech plan at SCC was approved as well as the distance education faculty handbook written by Scott. Now it's time to implement the plan.
    - Joint Cabinet – No update
    - ITS – No update
    - Other – No update

Action Items
- TAG approved moving forward with Computer Replacement Recommendation

Information Distributed
- Tech Plan Appendix
- ITS Project Grid
- Draft of Computer Replacement Recommendation

Assignments
- Tech plan writing assignments due December 18th

Meeting Schedule
2013-14 TAG Meeting Schedule

Thursday, January 9, 2014	Cancelled	
Thursday, February 6, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, March 6, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, April 3, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, May 1, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, June 5, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, July 10, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, August 7, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)

Adjournment
Ms. LeTourneau adjourned the meeting at 4:00 pm.