Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, February 8, 2018 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for February 8, 2018**

**Members Present:** Archana Bhandari, Jesse Gonzalez, Dean Hopkins, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Mike Taylor

**Members Absent:** Andy Ramirez - SAC Student, SCC Student, Scott James, Tammy Cottrell, Pat Weekes

**Guest:** Stuart Davis

**Discussion**

* **Call to Order**
  + Meeting called to order at 2:35 p.m.
* **Approval of minutes**
  + The minutes from the December 7, 2017 meeting were approved.
* **Review/establish current printer standards**
* Discuss Individual vs group networked printers/copiers (MFP’s) – Lee asked the group if this a good initiative to tackle as a shared governance committee.
* There is currently no centralized budget for printers. Lee had an idea that ITS to provide funding of printer purchases instead of dedicating them mostly on computer purchases. But this will not take place until 2018-2019 fiscal year.
* Desktop/low end printers cost of ownership not an issue initially but can become very costly overtime i.e. cost of supplies and maintenance. Networked printers/copiers like Xerox (soon to be phased-out) and Konica Minolta can be costly to own but are much more reliable as their service agreement include service repair/maintenance and toner. Discussions of pros and cons of the individual printers took place among the group.
* Pharos printing software (vending print solution) used via Konica Minolta for SAC students has been beneficial. The use of Right Fax over IP is encouraged instead of copper IP for fax connection.
* The group agreed to move forward in establishing printer standards to include the following:
* Black/white (small, medium, large), stand-alone with USB, color (medium-ish range).
* Documentations (including Right Fax and Web CRD in the copy center).
* Work with ITS directors to develop a draft and to present at TAG for further review.
* **DO Website**
* Needs to have a mobile responsive design and meet universal design criteria (ADA) – Lee shared that a committee consisting of folks from ITS, Public Affairs, & Educational Services will be initiating a website redesign by utilizing SCC and SAC website design techniques but making it look more contemporary and mobile responsive as well as ease of navigation. Will be fast tracked over a four-month period.
* Website prototype will be presented at TAG. Will tackle intricacy issues using Siteimprove tools.
* Parallel project – upgrade SharePoint to 2016
* **Ellucian Cloud migration update by Stuart**
* First week of instruction (intersession) – WebAdvisor and Colleague went down for about 10 minutes but once notified, Ellucian was able to resolve the issue immediately.
* The week of February 5th – ImageNow went offline for a short period. IT staff changed some of the settings and will now have more or better access of bringing the environment back online in a much quicker turnaround.
* Until the morning of February 8th, Colleague has been performing pretty steady as a whole. An issue occurred with payment processing that cause the system to go down.
* Stuart and a couple of his team members are diligently working with Ellucian and TouchNet to restore connectivity.
* So far, it appeared that Ellucian eCommerce gateway has caused the system to fail.
* Until resolved, the payment processing link was disabled and a courtesy message was posted on WebAdvisor to alert the students.
* Further investigation currently taking place as to how this incident emerged and will share at the next TAG meeting.
  + WebAdvisor configuration issue has always been the cause of cookie session being depleted. A request has been placed with Ellucian to increase the number of cookies from 18 to 50, as proposed by other colleges.
  + Post migration projects.
    - Some of the Development environment pieces to be upgraded to current release in the Test environment. WebUI 5 demo at next TAG.
    - A plan to transfer our Custom processes out of Colleague database. This cleanup process will help lessen record locks and slowing down of the system. This is an arduous process and will take some time to complete, as we have a total 2,700 customizations.
    - Report Repository that will update nightly.
* **Funding Formula**
* Lee handed out the funding formula, an excerpt from the FRC website.
* Budget model is changing; we are held harmless for one year.
* Details on the implementation is forth coming.
  + Lee is a member of the FRC committee. She will keep TAG informed of any updates and also suggested to visit the FRC website for in-depth information.
* **OEI state initiative discussion**
* Self-Assessment packet is being initiated for SCC according to Sergio R. and certain technical requirements include:
* Fully Canvas implemented
* CCCApply enabled
* eTranscript & federated ID
* Course Exchange – application packet is also in the works for SAC according to John S. This program requires for us to setup two servers (one each for testing and production). The infrastructure will be housed at the district.
* Provided all the preliminary requirements are met by the students, Course Exchange will allow those who cannot get the courses they need at their home college are able to enroll in equivalent online courses from another college (teaching college) that has available seats. Students enroll via a streamlined registration process at their home college.
* Participation and involvement of ITS department will be extremely essential to the success of this program.
* Discussions took place as to the questionable success when this program gets implemented considering the issues currently being experienced as a result of Canvas implementation.
  + Jim K. suggested keeping Canvas implementation as an on-going agenda item for TAG.

**Information Distributed**

* Funding Formula – excerpt from the FRC website
* Online Education Institute webpage

**Next Meeting: March 1, 2018**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Lee adjourned the meeting at 4:05 p.m.