Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, March 1, 2018 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for March 1, 2018**

**Members Present:** Jesse Gonzalez, Dean Hopkins, Scott James, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Pat Weekes

**Members Absent:** Andy Ramirez - SAC Student, SCC Student, Archana Bhandari, Tammy Cottrell, Mike Taylor

**Guest:** Stuart Davis

**Discussion**

* **Call to Order**
	+ Meeting called to order at 2:35 p.m.
* **Approval of minutes**
	+ The minutes from the February 8, 2018 meeting were approved.
* **Colleague Web UI 5.x Demo by Stuart Davis**
	+ Stuart presented a demo of the UI 5.x and showed its functionality, navigation process, screen layout and other important features.
	+ This version works just the same as the UI 4.5 with a couple of distinctive differences: UI 5.x works all four browsers including Internet Explorer (Firefox and Chrome) and Silverlight plugin is not required. Plus it has a responsive design so if you use it from a phone or tablet, you have a good experience.
	+ Tree menu is still available for the old-fashioned users. Number of sessions and session time outs remain the same. The look & feel has a slight difference.
	+ According to Ellucian, UI 4.5x end of life will be the end of October 2018. Plan of gradual transition by the end of this Summer beginning of Fall 2018.
	+ Links on the ITS website and on the Application homepage are available for testing purposes. Will work on new icon but will not do a desktop icon push at this point so not to confuse the end-users.
* **Canvas Update by Stuart Davis**
	+ Stuart announced that a full cut-over to Canvas will take place by summer 2018. Also, Continuing Ed is now in our Canvas environment. A discussion will be occurring (not in TAG) of moving Community Services to Canvas, but the nature of their environment might become a potential issue so it needs to be researched.
	+ Login issues for new students (first-time login) remains an issue, occurring in the (Chancellor’s Office) CCC ID redirect. ITS provided a work-around solution via Help Desk, Distance Ed & IQbar for students, however this is not a permanent solution. The State recognizes the existence and urgency of the problem as more and more complaints have been received from other institutions experiencing similar issues.
	+ Discussions in ITS department concerning an archiving process of all courses in Blackboard occurred. Scott and Cherylee will provide direction on how Lee proceeds with this.
	+ Lee announced an upcoming software purchase of Canvas ILP, a brand-new software offered by Ellucian. This is an essential piece to integrate Canvas to Colleague. This is only offered as a software as a service (SaaS).
		- Subscription Cost: $41,700 per year; discounted price will be $31,275 (25%) if we enter into an agreement by the end of March.
		- Implementation fee: Estimated 38 hours at $213/hr. = $8000.
		- 3-year agreement includes a cap not to exceed 4% increase per year.
		- Seamless process and fully supported by Ellucian.
		- ITS to fund the purchase plus will use discount received for Blackboard.
		- Discussions among the group with regards to the software reliability and functionality once implemented; is there enough experience from Ellucian; should our developers dedicate their time on pressing issues instead? Stuart and Lee brought to light several scenarios and advantages that will be gained by purchasing this software.
		- Ultimately, the group unanimously agreed to move forward with the purchase. A docket item will be prepared by Lee and will be presented at the next Board of Trustees meeting seeking their approval.
* **Ellucian Student Portal Update by Stuart Davis**
	+ Stuart announced that we now have Office 365 integration for students in Production. According to Ellucian, by the end of the week of March 5th, Friendly DNS (my.sac.edu; my.sccollege.edu and my.rsccd.edu) should also be in place.
	+ Stuart walked us through the employee Portal login process, navigation and the many employee related information and quick links i.e. CalPERS, CalSTRS, iGreentree, Campus Applications, Self-Service (eForms, User accounts), etc. Portal is connected to Exchange (one-time login is required to connect); Office 365 for the student Portal.
	+ Located and accessible through RSCCD website and is mobile ready.
	+ Catalog search through Web Portal much easier. ITS is ready to support this in the production environment and recommends a soft roll-out initially. Now it is up to the campuses on when they are willing to go-live.
* **Printer Standards**
	+ Lee handed out the purchasing history of printers since January 2015 district wide and an excerpt of the Printer Standards page (including Copier Standards, RightFax & WebCRD) from TAG website, which Lee developed as agreed from the last TAG meeting.
	+ She also brought in and went over the data sheets of five different HP printers as part of her printer recommendations for each printer type: small B&W networked, medium B&W networked/duplex, large B&W networked/duplex, MFP networked color device & pagewide color printer.
* Archana & Alfonso will review the printer recommendations at each campus to ensure they meet the needs.

**Information Distributed**

* Purchasing history of printer since 2015 – district wide
* Excerpt of the Printer Standards from the TAG website
* Five HP printer data sheets with pricing

**Next Meeting: April 12, 2018**

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

**Adjournment**

Lee adjourned the meeting at 4:00 p.m.