Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, October 4, 2018 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for October 4, 2018**

**Members Present:** Jorge Forero, Jesse Gonzalez, Scott James, Jim Kennedy, Cherylee Kushida, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Amy Styffe, Pat Weekes, Estefania Perez - SAC Student

**Members Absent:** Archana Bhandari, Tammy Cottrell, Dean Hopkins, Elliott Jones, Mary Mettler, Daniel Oase, Vincent Vargas - SCC Student

**Guest:**

**Discussion**

1. **Call to Order**
   * Meeting called to order at 2:30 p.m.
2. **TAG vision, mission,** **responsibilities modifications**

* Elliot J. submitted via email his recommended changes to the vision and mission. Discussion ensued about the recommended changes. The RSCCD Planning and Design Manual only uses “Purpose” for each district-level participatory governance committee.
  + It was moved by John S., seconded by Cherylee K. and carried unanimously to combine the vision and mission statements into the following single “Purpose” statement to align with the RSCCD Planning and Design Manual:

**TAG Purpose:** To promote student learning and success through technology by advancing operational efficiency, coordinating technology requests from district and college committees and departments, and developing technology policies and procedures.

1. **Technology Update – SAC and SCC ongoing projects by John S. and Sergio R.**

**Sergio Rodriguez**

* Sergio R. reported that SCC is not as centralized as far as technology projects are concerned. Not all IT/technology projects go through him as there are several variables that come into play. Serves more as an advocacy group.
* eLumen – (SLO) Student Learning Outcome. Curriculum and planning modules are headed towards completion. SCC faculty and administrators are directly interfacing with IT staff. He elaborated on the progress to date and the software features and capabilities. This project was funded by the IEPI grant.
* Power BI as a service and mobile – both are going real well. The mobile piece provides a real-time FTES count that can be accessed through a mobile app. Training has been provided and received positive feedback. The VPs are requesting other enrollment related information to be available on the app so there will be more enhancements underway.
* Assessment – will seek ITS assistance with download process relating to CCCApply data and to leverage with our current assessment/placement process that we use in Colleague.
* Non-Credit Lab – various Math lab courses will be transferred to non-credit lab beginning intersession 2019. College Credit Math Lab will be renamed as Math Success Center.
* Grant funded technology purchases still post some challenges as far as requestor’s level of expectations regarding timely implementation and IT support. Project request form is available for district wide use; grant form is also being implemented at SAC.
* Jesse added that he is in the process of forming a joint cabinet committee involving campus VPs, District Administrators, as well as Stuart D., Sergio R. and John S. The plan is to meet monthly in order to discuss, evaluate and set technology related project priorities. The focus will be on software development projects led by Stuart’s team.

**John Steffens**

* Comevo (Online orientation and workshops) – plan to move forward with the implementation summer of 2019. Assessing which portion will be needing assistance from ITS staff.
* John shared a couple of recommendations from SACTAC.
  + Computer replacement plan will be fully funded for this fiscal year. A budget will be put together to replace approximately 700 desktop computers that are going out of warranty.
  + Hiring of Electronic Media Specialist. John and Melissa Utsuki have completed the review and modification of the current job descriptions and will be submitted for Board approval.
* Texting system – Intersession and spring 2019. Currently in the planning process and still ironing out some issues.
  1. **Information Security Draft BP and ARs**
* The BP and ARs templates were originated from the Information Security Center at the State Chancellor’s Office.
* Jesse led the discussions of major details of the drafts. We are already in compliance with the Logging and Security monitoring AR. The Data Classification AR will require training and establishing processes districtwide in order to be in compliance.
* The AR for Data Classification will be further reviewed as there were various questions and concerns on how to interpret the details under Data Ownership.
* It was moved by John S., seconded by Sergio R. and carried unanimously to approve moving forward with the Information Security BP and one of the ARs (Information Security – Logging & Monitoring) as they are.

1. **ITS software and hardware maintenance renewal contracts for 2018-2019**

* There were no comments or inquiries from the group.

1. **Approval of minutes**
   * It was moved by John S., seconded by Pat W. and carried unanimously to approve the minutes from the September 6, 2018 meeting.

**Information Distributed**

* TAG Mission and Vision and Responsibilities
* Information Security Draft BP and ARs
* ITS Maintenance Renewal for 2018-2019

**Next Meeting: November 1, 2018**

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

**Adjournment**

Jesse adjourned the meeting at 4:10 p.m.