Rancho Santiago Community College District

District Office
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Technology Advisory Group

Meeting of: Thursday, June 6, 2013 – 2:30 p.m.
District Office 114, Executive Conference Room

Meeting Minutes for June 6, 2013

Members Present: Curtis Childress, Dean Hopkins, Scott James, Sylvia LeTourneau, Becky Miller, Joe Pacino, Jolene Shields

Members Absent: Corine Doughty, Raymond Hicks, Christine Kosko, Cherylee Kushida, Nicholas Quach, Linda Rose, George Sweeney, Lana Wong

Guests Present: Tammy Cottrell, Allen Dooley, Sergio Rodriguez

Discussion

- Minutes:
    - The minutes from the May 2, 2013 meeting were approved unanimously contingent upon the discussed corrections. Motion made by Allen Dooley with the 2nd by Joe Pacino.
- Adobe Site License:
    - The Adobe Site License was discussed by SAC TAC, and at the SCC Technology Committee meetings. No decisions were made.
    - Clarification was provided on the cost. The total cost to the District would be approximately $80,000 based on the FTE.
    - The software included in the site license was also discussed. Sylvia LeTourneau attempted to get further clarification, however there is still confusion on the exact make up of the software package.
    - If possible, the Committee would like a representative from Adobe to do a presentation on the site license, and be available for questions.
    - The "Cloud" was clarified. It was explained that normally when software is purchased, media is sent out for the installation. The "cloud" does not provide this media, instead software and software updates are downloaded directly to the machine via the internet.
    - Sylvia LeTourneau will follow up with Jeff Koh from Computerland to clarify exactly what software is and is not included in the site license.
- College Technology Plans / TAG Committee:
    - TAG has previously discussed the purpose of the TAG Committee and making recommendations (as directed by Cabinet). Many ideas were presented but there were no decisions made.
    - Sylvia LeTourneau has mentioned that she would like to see TAG focus on instructional technology, supporting the learning environment with technology. She would keep the group up to date on the other ITS, application, and networking projects.
    - Sylvia LeTourneau (chair) and George Sweeney (co-chair) will be representing TAG at and participating in Joint Cabinet.
    - If there is no consensus, the TAG Committee may just become a higher level group, discussing ERP, networking, policies, and district technology instead of focusing on instructional technology. Instructional technology would remain solely at the campuses.

- o Sylvia LeTourneau asked the TAG members to research what other colleges', especially multi-campus districts, technology committees focus on and what their purpose is.
- o There is no centralized budget for technology at the colleges or the district. Funding is always an issue and while suggestions are made, there is no financial commitment.
- o It was suggested that the technology plan be reviewed at the July meeting to scrutinize the plan, the purpose of TAG, and the function of the plan and committee.
- o Another idea presented is that TAG recommend that technology be a centralized District budget, and that it be removed from the colleges.
- o It was noted that the colleges need to develop a replacement plan for instructional technology.
- o It was suggested that a common initiative be explored by the TAG Committee so that it could stimulate the colleges (areas that both colleges are interested in). The initiative findings/recommendations would be presented to each college leadership, attempting to move the district into new areas. In this scenario, both colleges' TAG members would need to take more of a leadership, driving role.
- o The scope of the technology plans (college and district) was discussed. IT was questioned under the proposed scenario, if TAG would continue to produce a plan, or if technology plans would only be produced by each college and ITS. The ITS plan would cover only enterprise, networking, district-wide technology, and common technology services.
  - ▪ The expectation of the Board was discussed, the idea of three distinct technology plans would have to be "sold" to the presidents and supported.
- o It was noted that over the life of the TAG Committee, no technology related initiatives from the colleges has been presented, reviewed, researched, or recommended through the TAG Committee unless it was expected that the District (and not the colleges) fund it.
- o It was suggested that each college technology committee audit the college technology plan to eliminate non-essential technology from the replacement cycle in order to create a sustainable hardware infrastructure.
- o The idea of TAG focusing on sharing information between SAC TAC and the SCC Technology Committee and the District was discussed. Bi-annual plans that would contain all three. Issues common to both campuses would be the only items discussed in TAG, and receive TAG recommendations.
- o The make-up of the TAG committee was reviewed, and it was determined that it should be technology committee chairs, web committee member(s), ITS (ERP, common services), faculty, and classified for shared governance requirements.
- o The role and purpose of TAG will be revisited in the October TAG Meeting.
- o Sylvia LeTourneau asked the technology committee members to ask each technology committee the question, "When Sylvia is asked if she knows about it and does TAG approve" of a project, software, hardware, or anything technology related, what kinds of things will be run through TAG and what won't be run through TAG. The committees need to help define what TAG is responsible for.
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- Web Committee:
  - o SAC is preparing to launch the new website, while work has started on the SCC website utilizing SharePoint 2010.
  - o The new sites must be fully functional prior to September 2014 for accreditation.
  - o The web committee reports to the Technology committee at SCC.
- General Committee Member Updates
  - o SAC TAC – No update
  - o SCC TC – No update
  - o Joint Cabinet – No update
  - o ITS – No update
  - o Other – No update

Action Items

- Sylvia LeTourneau will follow up with Jeff Koh from Computerland to clarify exactly what software is and is not included on the Adobe Site License.
- Technology Plan and the requirements of TAG in the District Master Plan should be distributed prior to the next meeting.

Information Distributed

- None

Meeting Schedule
2013-14 TAG Meeting Schedule

Thursday, October 3, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, November 7, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, December 5, 2013	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, January 9, 2014	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
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.