RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Website: Technology Advisory Group

Agenda for February 4, 2021
2:30 p.m. - 4:00 p.m.
https://cccconfer.zoom.us/j/94720131769

1. ITS Midyear Report (20 minutes) – Gonzalez, Davis, Clacken, Hoang, M., Brown

2. Technology Project listing, January 2021 (20 minutes) – Davis
   - Discussion on Chosen Name Project

3. Colleague Cloud Self-Hosting: Updated proposal from Ellucian (10 minutes) – Gonzalez

4. Technology Update – Colleges
   - SACTAC – Steffens (10 minutes)
   - SCCTEC – Rodriguez (10 minutes)

5. Technology Update ASG – Student experience with technology:
   - SCC – Mohammad (10 minutes)

6. Approval of TAG Minutes – December 2, 2020 **– ACTION** (5 minutes) – Gonzalez

7. Other (5 minutes)
   - Announcement on adoption of 2021-2024 Strategic Technology Plan

Next TAG Committee Meeting: March 4, 2021

Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
2:30 p.m. – 4:00 p.m.

Meeting Minutes for December 2, 2020

Voting Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Susan Hoang, Sergio Rodriguez, Randy Scott, John Steffens, Pat Weekes

Voting Members Absent:

Supporting Members: Thurman Brown, Dane Clacken, Stuart Davis, Jorge Forero, Michael Hoang, Dean Hopkins, Cherylee Kushida, Morsal Mohammad – SCC Student

Discussion

1. Call to Order
   - Meeting was called to order by Mr. Gonzalez at 2:30 PM.
2. Technology Project Listing, November 2020: Mr. Davis went over the list and provided an update primarily focusing on the Top 10 projects.
   - Implementation of PR Approval Changes in accordance with AR6150: The PR approval process in Colleague for SAC, SCC and District required a full revamp. The project implementation has been completed.
   - RG0544 Modifications: This project is still in the User Acceptance Testing (UAT) phase and working on several modifications, data calculations and other required features.
   - Starfish Implementation: Middle stage of Phase II. The analytics components are being discussed between SAC, ITS and Starfish staff at Hopkins. More updates to come.
   - Ed Plan Report Modification: Additional elements are requested to be changed and/or added to the existing report. This project has been assigned and being worked on.
   - Enrollment Reports: There are six reports in this project, all of which cover elements associated with enrollment management. ITS was requested to automate these reports, create a shared network folder to store them, to be accessed by Research staff at both colleges and district office. Detailed explanation was provided.
   - Mr. Gonzalez noted that technology planning from TAG produces actual execution of technology projects which are tracked according to goals and initiatives. This is our main objective for sharing the project list in this venue.
   - Ms. Hoang asked if a report on open seats is contained in any of the listed projects. According to Mr. Stuart, there is nothing at this point. However, a report called CSAR is available in Colleague and Self Service and is commonly used at the campuses by Division Deans and secretaries. Students can access the information through Self Service which will require training. Discussions on helpful ways to access and navigate through the report were brought up.
3. Technology Update – Colleges

   SACTAC – Mr. Steffens
   - Mr. Steffens provided an update of items that were adopted and approved during their last SACTAC meeting
     - Budget and Planning, and Computer Replacement Plan
     - 2020-2021 SACTAC Goals

   SCCTEC – Mr. Rodriguez
   - Mr. Rodriguez reported that they conducted technology request rankings.
   - During a Dean's meeting he attended, a discussion on having a disclaimer in place in some of our systems about camera use in classrooms. Further discussions on ways of

crafting the message and placements, student rights and legal implications and liabilities. Mr. Gonzalez stated that this topic will be brought up at the next operational meeting.
   - Mr. Gonzalez requested if Mr. Rodriguez can share the SCCTEC technology plan with TAG when ready.
4. Follow up discussion on High end computer standard. As discussed from the November meeting, Mr. Gonzalez and Mr. Hoang collaborated and provided the following updates.
   - Software requirements: Mr. Hoang presented the recommended system requirements. These configurations were recommended from a software vendor, equipped to serve the needs of students in Engineering labs.
   - Cost breakdown: Mr. Hoang presented the cost breakdown obtained from a software vendor (GST). As it shows, the major components like processor and memory, are the main reason that drive the higher cost and not the maintenance warranty. Mr. Gonzalez pointed out some pieces we may be able to adjust to reduce costs.
5. Adding a standing item for student reports in future meetings: Mr. Gonzalez expressed that he would like to initiate discussions and gather feedback from the group on this topic.
   - Still pending approval, the new TAG membership draft has been submitted to Research as part of their annual submission to District Council. Upon approval, SAC & SCC student representatives will become voting members which will only make sense if we include a standing item, preferably focused on student experience.
   - Mr. Rodriguez and Mr. Steffens agreed that there's value to this. They both stated that this aligns with SACTAC & SCCTEC; their students are also voting members and have a standing item on the agenda.
   - Discussions ensued on different avenues we can gather student input, what's realistic, as well as challenges.
   - Mr. Gonzalez will start to add a standing item for student on the February agenda. He offered to meet offline with Ms. Mohammad for additional discussion.
6. Colleague self-hosting update: Mr. Gonzalez provided an update.
   - As a follow up discussion from the November meeting, Ellucian agreed to provide copies of data that includes configuration and can be requested every 30 days.
   - This will allow us to set up a test environment within our own AWS until we are ready with connectivity. This process and all the necessary steps will require assistance from a consultant. Our professional services agreement with a Colleague consultant has been submitted for approval at the December Board meeting.
7. Approval of TAG Minutes – November 5, 2020
   - Mr. Gonzalez called for a motion to approve the TAG Minutes of November 5, 2020 meeting. A motion to approve the minutes was made by Mr. Scott and seconded by Ms. Hoang and approved unanimously.

Informational Handouts
1. Technology Project Listing: November 2020
2. High-End System Recommended Configurations
3. Cost Breakdown

Next Meeting Reminder: February 4, 2020 via Zoom

Adjournment
The meeting was adjourned at 3:38 p.m.