RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Website: Technology Advisory Group

Agenda for September 1, 2022
2:30 p.m. - 4:00 p.m.
https://us06web.zoom.us/j/83287703267

1. TAG introductions, membership, responsibilities and purpose (10 minutes) – All

2. ITS Annual Report (25 minutes) – Gonzalez, Clacken, Howard, Gonzalves, Chan

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

4. Student experience with technology:
   - SAC Student – Alfredo Orozco (10 minutes)

5. Technology updates (10 minutes)– Gonzalez:
   - Web Advisor sunset
   - International access to District technology resources
   - Updating Technology Plan Goals

6. 2022-2023 TAG Meeting Schedule and start time (5 minutes)– Gonzalez

7. Approval of TAG Minutes – May 5, 2022 (5 minutes) **– ACTION**– Gonzalez

8. Technology Project listing, July 2022 (5 minutes) – Howard

Next TAG Committee Meeting: October 6, 2022

TAG Membership:

Voting members:

Santa Ana College	Santiago Canyon College	District
Adam Morgan, Faculty*	Scott James, Faculty	Jesse Gonzalez, Asst. Vice Chancellor*
	Tara Kubicka, Faculty	
John Steffens, Admin	Sergio Rodriguez, Admin	
Tammy Cottrell, Classified	Robert Bustamante, Classified	Pat Weekes, Classified
Alfredo Orozco, Student	Student	

* Co-Chair (faculty co-chair rotates annually between SAC and SCC)

Supporting resources:

Santa Ana College	Santiago Canyon College	District
Nicholas Quach, Faculty		Derrick Chan
		Ron Gonzalves
		Dane Clacken

TECHNOLOGY ADVISORY GROUP

The Technology Advisory Group promotes student learning and institutional effectiveness through technology by strategically planning and developing technology policies and procedures in support of the mission of the colleges and the district.

Responsibilities	Membership
Develop and strategically align RSCCD and college technology plans Assess the effective use of technology resources Develop and evaluate districtwide hardware and software standards Review and evaluate hardware and software replacement cycles Develop recommendations for equipment and software, resource allocation, and training needs related to the use of technology Develop and evaluate technology policies Communicate back to and advocate for represented constituencies regarding the use of technology	▶ Assistant Vice Chancellor of Information Technology Services (Co-chair) ▶ Two Directors of Student Information Systems, Santa Ana College and Santiago Canyon College or Two Administrators appointed by each President, Santa Ana College & Santiago Canyon College ▶ Three faculty members: Co-chair of SACTAC and co-chair of SCCTEC and either Santa Ana College or Santiago Canyon College Distance Education Coordinator or three faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College ▶ Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College) ▶ Two students appointed by each Associated Student Government President, Santa Ana College & Santiago Canyon College ▶ One of the faculty representatives shall serve as committee co-chair ▶ Faculty co-chairs and third Faculty member shall rotate annually between Santa Ana College & Santiago Canyon College. ▶ Two Faculty representatives shall represent the College not acting as co-chair.

2022- 2023 TAG Meeting Schedule - Tentative

Date	Time
September 1, 2022	2:30pm or 3:00pm
October 6, 2022	2:30pm or 3:00pm
November 3, 2022	2:30pm or 3:00pm
December 1, 2022	2:30pm or 3:00pm
February 2, 2023	2:30pm or 3:00pm
March 2, 2023	2:30pm or 3:00pm
April 13, 2023	2:30pm or 3:00pm
May 4, 2023	2:30pm or 3:00pm

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

Meeting Minutes for May 5, 2022

Voting Members Present: Robert Bustamante, Jesse Gonzalez, Scott James, Tammy Cottrell, Adam Morgan, Sergio Rodriguez, John Steffens, Pat Weekes, Student, Angel Michael – SAC Student, Jacob Bereskin – SCC Student

Voting Members Absent: Cherylee Kushida

Supporting Members: Thurman Brown, Dane Clacken, Jorge Forero, Adam Howard, Tara Kubicka-Miller

Discussion

1. Call to Order
   - Meeting was called to order by Mr. Gonzalez at 2:31 PM.

2. Technology initiatives for next Fiscal Year Adoption.
   - Mr. Gonzalez reported that there was only one correction.
   - Mr. Gonzalez called for a motion to approve the adoption of Technology Initiatives Fiscal Year 2022-2023. A motion to approve was made by Ms. Cottrell, seconded Mr. Bustamante. Mr. Morgan abstained. The motion passed.

3. Adoption of Accessibility Statement: Mr. Gonzalez called for a motion to approve the adoption of Accessibility Statement. A motion to approve was made by Mr. James, seconded by Mr. Bereskin. Ms. Weekes abstained. The motion passed. This will be presented to District Council next.

4. AR 3720 Information Resource Use recommendation:
   - Mr. Gonzalez shared the changes and updates recommended from the TAG group and TOW operational workgroup. Further discussion and recommended changes on key sections under electronic messaging systems were discussed. Mr. Gonzalez urged the need to move this forward and still make modifications even after the AR passes.
   - Mr. Gonzalez called for a motion to approve AR 3720 Information Resource Use. Mr. Rodriguez, seconded by Mr. Scott and Mr. Steffens abstained. The motion passed.

5. Technology Update – College

   - SACTAC:
     - Mr. Steffens reported that SACTAC adopted the Integrated Technology Plan (ITP). He detailed briefly on the structure of the ITP and noted that the document is posted on the SACTAC website.
     - Mr. Steffens thanked Mr. Forero for the presentation he conducted to Planning & Budget on SAC mediation needs.

   - SCCTEC: Mr. Rodriguez reported on topics discussed at SCCTEC.
     - Topic of discussions on metaverse, VPAT, data privacy & accessibility initiative and the need to develop an ADA evaluation as well as hardware/software specs.

- o Funding request has been submitted to Planning and Institutional Effectiveness (PIE).
- o CVC Phase 2 kickoff.
- o Mr. Brown provided the status on VDI pilot and preparations being done as well as PC refresh update.
- o SCC website fall launch.
- o Mr. Rodriguez suggested that AR 3720 to be presented at next SCCTEC meeting.

6. Student experience with technology:
- SAC Student – Angel Michael: No updates.
- SCC Student – Jacob Bereskin: No updates. Mr. Bereskin informed the group that this is his last TAG meeting. He will be pursuing his college career at Concordia University. He expressed gratitude to the committee and the positive experience he gained as an SCC student rep. Mr. Clacken will be providing the Teams presentation at SCC.
- Mr. Rodriguez provided an update on the book link which is still an issue on the bookstore website. Suggested if ITS can regroup with Ellucian in hopes to get traction.

7. Accessibility and Data Privacy recommendations adoption: Mr. Gonzalez called for a motion to approve the Accessibility and Data Privacy. Mr. James to approve was made by Mr. James seconded by Ms. Cottrell and approved unanimously.

8. Approval of TAG Minutes – April 14, 2022
- Mr. Gonzalez called for a motion to approve the April 14, 2022. A motion to approve the minutes was made by Mr. Morgan, seconded by Mr. Bereskin. Mr. Steffens and Ms. Michael not present abstained. Motion passed.

9. Review forecast contract renewal costs for next Fiscal Year: Mr. Gonzalez shared the technology cost for 2022-2023. Total projected contract cost is $3.5M, which equates to 2.19% increase from previous year. The second portion of the list is pandemic related cost which previously has been funded by the State Block and/or HEERF grant. We are working with the colleges for funding source in 2022-2023.

10. Presentation on Multi Factor Authentication (MFA): Mr. Clacken detailed on MFA definition and functions/uses, and different areas being used. Detailed on why we should implement and the many benefits of MFA as well as risks we face as an institution if we chose not to. Phase 1 implementation for district staff on selected district applications. Plan to pilot – Summer 2022.

11. Technology Project Listing, April 2022. Mr. Howard provided an overview.
- SCFF (EPIC): In progress: Redefining how FTES is being calculated. Available this month ITS is working on generating the first report so we can validate the data.
- COVID-19 Vaccine Requirement for Students (EPIC): Meeting with the campuses regularly. Working on APIs setup for student and will be testing soon.
- CCCApply Noncredit (EPIC): In progress. Still need to schedule noncredit A& R staff training on CCCApply admin interface and Colleague admissions processing by the college credit staff. Target completion by the end of spring semester.
- CVC Implementation Phase 2 (EPIC): Technical and operation kickoff call on May 4th.

Informational Handouts
1. 2022-2023 Technology Initiatives
2. Accessibility Statement
3. AR 3720 Information Resource Use Draft
4. Accessibility and Data Privacy Draft
5. 2022-2023 Technology Contract Renewal Forecast
6. MFA Roadmap and Timeline
7. Top 10 Technology Project Listing - April

Next Meeting Reminder: September 1, 2022 via Zoom

Adjournment
The meeting was adjourned at 3:59 p.m.