

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for May 4, 2023

3:00 p.m. - 4:30 p.m.

<https://us06web.zoom.us/j/83287703267>

1. Review forecast contract renewal costs for next Fiscal Year (5 minutes) – Gonzalez
2. Approval of technology initiatives for FY23-24 (5 minutes) – **ACTION**– Gonzalez
3. Approval of Audio Visual (AV) Technology Standards (10 minutes) – **ACTION**– Gonzalves
4. Update to AR 3720 (10 minutes) – **ACTION**– Gonzalez
5. Discussion about computer standards for faculty that teach online (10 minutes) – Jose Lopez Mercedes
6. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
7. Student experience with technology:
 - SAC Student – Alfredo Orozco (10 minutes)
 - SCC Student – Ryan Felix (10 minutes)
8. Approval of TAG Minutes – April 13, 2023 (5 minutes) – **ACTION**– Gonzalez
9. Approve TAG 2023-2024 calendar, including cadence to check progress on student produced initiatives, computer replacement plan, accessibility and data privacy. (5 minutes) – **ACTION**– Gonzalez
10. Technology Project listing, April 2023 (5 minutes) – Howard

Next TAG Committee Meeting: September 7, 2023 (Proposed)


The Rancho Santiago Community College District aspires to provide equitable, exemplary educational programs and services in safe, inclusive, and supportive learning environments that empower our diverse students and communities to achieve their personal, professional, and academic goals.

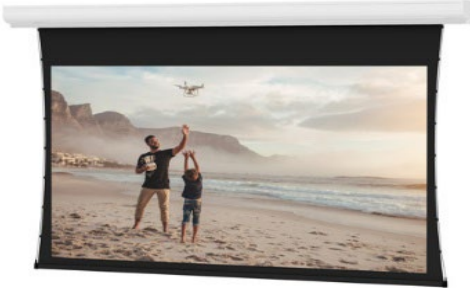
Initiative ID #	ITS District Wide Initiatives 2022-2023	Proposed update for FY 23-24
22-23*01	Implement and improve technologies to support enrollment management	Keep
22-23*02	Support technology solutions that help improve efficiencies and automate manual processes	Keep
22-23*03	Online Education Initiative (OEI) Implementation	Support distance education, maintain Online Education Initiative (OEI), continue planning for remote delivery of services
22-23*04	Improve overall data quality for reporting needs	Keep
22-23*05	Optimize student onboarding process	Keep
22-23*06	Implement student case management solution with early alert and predictive analytics	Implement and maintain student case management solution
22-23*07	Abide by technology replacement cycle for hardware	Keep
22-23*08	Refresh or replace end of life software	Keep
22-23*09	Provide technology to ensure students attain class resources and college information in a timely manner.	Keep
22-23*10	Expand use of APIs for system integrations	Keep
22-23*11	Provide documentation and technology resources to support students who take part in participatory and student governance.	Keep
22-23*12	Implement technology that improves Self-Service usability and capabilities	Keep
22-23*13	Support library technology implementations including Touchnet Integration and EZ Proxy	Completed, remove

22-23*14	Support, improve and expand usage for single sign on (SSO) authentication solution for better user experience	Keep
22-23*15	Support and improve web Content Management System (CMS), identify alternatives to existing CMS.	Support and improve web Content Management System (CMS), identify alternatives to existing CMS.
22-23*16	Deploy SCCM, JAMF centralized solutions for computer and mobile device management and support	Keep
22-23*17	Implement and improve technologies that help ITS provide better support	Keep
22-23*18	Employ data, cloud, web, mobile and infrastructure technologies to support Guided Pathways	Keep
22-23*19	Implement and maintain security solutions and processes to comply with the Gramm-Leach-Bliley Act (GLBA)	Keep
22-23*20	Implement solutions and processes to support Business Continuity (BC) and Disaster Recovery (DR)	Keep
22-23*21	Develop Standard Operating Procedures (SOPs) that define and streamline functions and services across ITS teams and external technical resources	Keep
22-23*22	Support technology solutions that help facility construction projects	Keep
22-23*23	Improve district website mobile experience, update website's design and improve web platform stability	Keep
22-23*24	Standardize and upgrade classroom mediation systems	Keep
22-23*25	Provide business process documentation for districtwide technology solutions	Keep


22-23*26	Develop training materials and schedule training sessions for districtwide technology solutions	Keep
22-23*27	Document, standardize and communicate ADA related processes, maintain website accessibility, update accessibility tools.	Keep
22-23*28	Foster base system utilization and improve stability while reducing customizations within Ellucian Colleague	Keep
22-23*29	Deploy technologies required to support student and employee needs as a result of the pandemic	Remove
NEW	Deploy and support technology to assist with fraud enrollment concerns	Add
NEW	Deploy and support college mobile app replacements and integrating UI technologies for Colleague	Add


RSCCD Audio Visual (A/V) Hardware Standards

CEILING PROJECTOR - STANDARD	
USE CASE – Classrooms, Multi-Purpose rooms, Conference rooms	
CURRENT	NEW
NONE	EPSON Powerlite L630U Laser Projector
	
	District Cost: \$3,500
	Base Configuration: <ul style="list-style-type: none"> 6,200 lumens Full HD WUXGA support; accepts 4K signal Maintenance-free 20,000-hour laser light source Display from 50" to 500" diagonal (16:10) or ultra-wide (16:6)

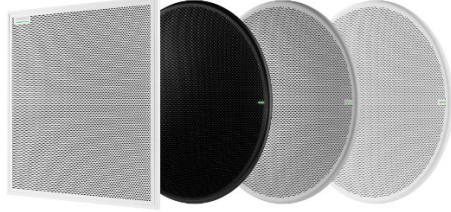
PROJECTOR SCREEN -STANDARD	
USE CASE – Classrooms, Multi-Purpose rooms, Conference rooms	
CURRENT	NEW
	DA-LITE Tensioned Contour Electrosol Screen
	
	District Cost: \$3,200
	Base Configuration: <ul style="list-style-type: none"> 21:9 Ultra-Wide format Standard Low Voltage Control (LVC) to keep screen operation flexible Support includes a 5-year warranty Smooth Roll technology to keep screen flat


RSCCD Audio Visual (A/V) Hardware Standards

WALL MOUNTED PROJECTOR - STANDARD	
USE CASE – For rooms or areas where ceiling projectors are not recommended	
CURRENT	NEW
NONE	EPSON Brightlink 1485Fi
	
	District Cost: \$3,200
	Base Configuration: <ul style="list-style-type: none"> • 5,000 lumens • Maintenance-free 20,000-hour laser light source • Projects large 100" 16x9, and 120" 16x6 • Automatic image adjustment • 1080P Full HD laser display


WHITEBOARD - STANDARD	
USE CASE – For rooms with short throw projection and dry-erase is needed	
CURRENT	NEW
NONE	DA-LITE 100" IDEA Screen Whiteboard
	
	District Cost: \$1,400
	Base Configuration: <ul style="list-style-type: none"> • All-in-one Projection and dry-erase • Bright, easy to see surface • 100" diagonal support (16:10) • Magnetic surface • GREENGUARD Certified for classroom use • Easy, simple installation


RSCCD Audio Visual (A/V) Hardware Standards

CEILING MICROPHONE – STANDARD	
USE CASE – Classrooms, Multi-Purpose rooms, Conference rooms	
CURRENT	NEW
NONE	SHURE MXA 930
	
	District Cost: \$4,500
	Base Configuration: <ul style="list-style-type: none"> Enhanced Low Frequency Directionality Automatic Coverage Technology Natural Speech Quality Digitally Steerable Coverage Quick to deploy and easy, hands-free use


CEILING SPEAKERS – STANDARD	
USE CASE – Classrooms, Multi-Purpose rooms, Conference rooms	
CURRENT	NEW
NONE	EXTRON FF-20T
	
	District Cost: \$450 (pair)
	Base Configuration: <ul style="list-style-type: none"> 170-degree wide dispersion UL 2043 plenum rated enclosure Flat field technology reduces number of speakers required Simple, easy installation 5-year parts and labor warranty


RSCCD Audio Visual (A/V) Hardware Standards

AV SWITCHER – STANDARD	
USE CASE – Classrooms, Multi-Purpose rooms, Conference rooms	
CURRENT	NEW
NONE	EXTRON IN 1608 XI
	
	District Cost: \$2,500
	<p>Base Configuration:</p> <ul style="list-style-type: none"> • 4 HDMI inputs, DTP output • Integrated amplifier • Built-in IPCP Pro xi control processor • Complete A/V system control • HD-BaseT compatibility • Fast and reliable source switching • Supports local and remote sources and displays


WIRELESS CASTING - STANDARD	
USE CASE – Conference rooms, Classrooms, Multi-Purpose rooms	
CURRENT	NEW
NONE	EXTRON Sharelink 500W
	
	District Cost: \$1,200
	<p>Base Configuration:</p> <ul style="list-style-type: none"> • MAC, Windows compatible • Apple and Android compatible • WebShare shares content via Browser • Full screen mirroring for all devices • Supports 802.1x authentication • Moderator mode • POE+, 128-bit encryption for security


RSCCD Audio Visual (A/V) Hardware Standards

AV CONTROL PANEL – STANDARD	
USE CASE – Classrooms, Multi-Purpose rooms, Conference rooms	
CURRENT	NEW
NONE	APPLE 10.9" iPad
	
	District Cost: \$500
	Base Configuration: <ul style="list-style-type: none"> • 10.9" multi-touch retina display • A14 Bionic chip • 64GB storage capacity • USB-C connectivity • 2360 x 1640 screen resolution


CONFERENCE ROOM PHONE – STANDARD	
USE CASE – Conference rooms, Multi-Purpose rooms	
CURRENT	NEW
NONE	POLY Trio 8800 IP Conference Phone
	
	District Cost: \$550
	Base Configuration: <ul style="list-style-type: none"> • 5" Color Touchscreen • Ethernet POE connection • 3x cardoid microphones • 20' Microphone pickup range • Echo cancellation and noise suppression


RSCCD Audio Visual (A/V) Hardware Standards

AI PRESENTATION CAMERA – STANDARD	
USE CASE – Medium to Large Classrooms, Conference rooms, Multi-Purpose rooms	
CURRENT	NEW
NONE	AVER TR 530+
	
	District Cost: \$2,500
	Base Configuration: <ul style="list-style-type: none"> Auto-tracking with 30x Optical Zoom 120-degree field of view Full HD resolution 3G-SDI, HDMI, IP, and USB output POE+ IP Transmission Streaming capabilities and H.264 compression

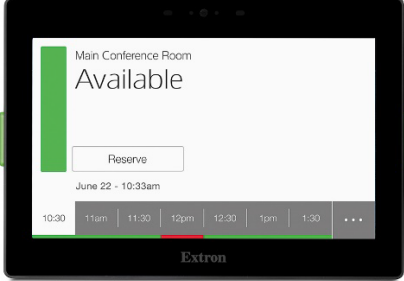
CONFERENCE ROOM CAMERA - STANDARD	
USE CASE – Small to Medium Conference and Classrooms, Multi-Purpose rooms	
CURRENT	NEW
NONE	AVER Cam520 Pro
	
	District Cost: \$900
	Base Configuration: <ul style="list-style-type: none"> 1080P video over IP, or USB 12x Optical Zoom, 84.5 degrees field of view Autofocus, Mirror/Flip, Backlight MAC/Windows compatible


RSCCD Audio Visual (A/V) Hardware Standards

FLAT PANEL DISPLAY – STANDARD	
USE CASE –Conference rooms, Classrooms, Multi-Purpose rooms, Offices, Digital Signage	
CURRENT	NEW
NONE	SAMSUNG QB 55", 65" 75" and 85" RN Series
	
	District Cost: \$1,500 - \$3,200
	Base Configuration: <ul style="list-style-type: none"> • 4K UHD Resolution • Built-in Ethernet, Wi-fi, and Bluetooth • 4001:1 Contrast Ratio • Built-in 10W speakers • (2) HDMI and (2) USB, DVI-D inputs

DOCUMENT CAMERA - STANDARD	
USE CASE – For Classrooms	
CURRENT	NEW
NONE	ELMO TT-12 1378
	
	District Cost: \$800
	Base Configuration: <ul style="list-style-type: none"> • 12 MP Document camera • HDMI and ISB 3.0 outputs • 4K Ultra HD resolution • 12x digital zoom, brightness control • A3 document size support, image rotation

RSCCD Audio Visual (A/V) Hardware Standards

ROOM SCHEDULER - STANDARD	
USE CASE – Conference Rooms and Multi-Purpose Rooms	
CURRENT	NEW
NONE	EXTRON TLS 7" 725M / 10" 1025M
	
	District Cost: \$1,250
	Base Configuration: <ul style="list-style-type: none"> 7" – 10" glass touchscreen Reserve rooms via Outlook 365 Touchpanel, computer, smartphone, tablet Supports two-factor authentication Power over Ethernet Encrypted and secure communication

A/V NETWORK SWITCH - STANDARD	
USE CASE – Classrooms, Conference Rooms and Multi-Purpose Rooms	
CURRENT	NEW
	RUCKUS ICX 7150-24p/48P
	
	District Cost: \$1,500
	Base Configuration: <ul style="list-style-type: none"> 24 – 48 ports at MultiGig speed Power over Ethernet (PoE, PoE+) 10GB ports for uplinks or stacking Dual load sharing, hot-swappable power Quiet, fanless design

Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
3:00 p.m. – 4:30 p.m.

Meeting Minutes for April 13, 2022

Voting Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Scott James, Adam Morgan, Tara Kubicka-Miller, John Steffens, Pat Weekes, Ryan Felix – SCC Student, Alfredo Orozco – SAC Student

Voting Members Absent: Sergio Rodriguez

Supporting Members: Dane Clacken, Marvin Gabut, Ron Gonzalves, Adam Howard

Guest: Mark Turner

Discussion

Call to Order

- The meeting was called to order by Mr. Gonzalez at 3:01 PM.
1. Districtwide accessibility taskforce.
 - Mr. Gonzalez invited Mr. Turner to provide valuable insights on this topic. He is well-versed in accessibility and an excellent district resource. As a reminder, this topic was discussed extensively at previous TAG meetings; we have discussed the significant need to establish policies as well as forming a districtwide accessibility taskforce under TAG. The taskforce will discuss and execute the district accessibility needs which will meet on a regular cadence separate from TAG meetings. According to Mr. Turner, SACTAC has an accessibility workgroup.
 - Mr. Turner and Mr. Gonzalez agreed that members should come from various areas such as PIO at both colleges, including executive leadership, faculty, and procurement and facilities so that we have a robust representation and are more effective in developing a sustainable accessibility initiative.
 - Mr. Gonzalez stated that this may need to be an actual formal committee (whether or not under TAG) under an existing governance process so that it will abide by the same compliance.
 - Current volunteers are Jesse Gonzalez, Ron Gonzalves, Scott James, Marvin Gabut, Mark Turner.
 - Mr. Gonzalez will reach out to the campus VPs and PIOs.
 2. Technology initiatives for FY23-24 first reading. This report is updated bi-annually in February and August/September timeframe. Mr. Gonzalez shared the list for evaluation of items to keep and remove. Discussion of specific details and logic of some of the initiatives for better clarity and proposed necessary edits. The group agreed to move away from using “Pandemic” and focus more on using online /distance education for relevance. Mr. Gonzalez asked the group to reach out to each constituency for additional feedback.
 3. ChatGPT and institutional impact. Mr. Gonzalez provided a brief perspective. He also shared that the Chancellor during the last District Council meeting requested TAG to agendize this for an in-depth discussion. This tool is an artificial intelligence technology like Alexa, Siri or Google but with a much higher level of intelligence.

- Mr. Gonzalez stated that there are concerns from authenticity and potential plagiarism perspective relating to academic work. We currently have no policy in place defining acceptable use of AI technology.
 - Mr. James shared that SCC is currently conducting policy updates in various areas like the college catalogue so this will be an opportunity to incorporate AI related policies. The TIDE (Technology Innovation and Distance Education) formerly known as Distance Ed committee recently submitted recommendations to Curriculum committee, their AI related changes specific to academic honesty policy.
 - Mr. James stated that faculty has started using AI detectors to detect students using AI on their class work. We need to create a FERPA statement that defines the district's intention of enforcing the use of AI detectors, our responsibilities and importance of protecting student data.
 - Mr. James shared and read the recently updated SCC academic honesty policy; he will research if this covers noncredit instruction. Mr. James also shared that Turnitin, our plagiarism software, just released their AI detector that provides an originality and AI scores.
 - Several comments highlighting the downside and benefit of ChatGPT and the use of AI detectors were shared. Also discussed if there are directives, RSCCD legal obligations, and whether the acceptable use of these tools may be an individual judgement/decision of each faculty. Major concerns in terms of how to pursue student discipline.
 - Mr. James shared the website link to theaicampus.com which was recently launched by the office of Distance Education. This is a website resource on effective and ethical use of AI in education.
 - Mr. Gonzalez requested that Mr. Felix share the resolution drafted by the SCC Academic Senate related to ChatGPT.
 - Establishing institutional policy: Mr. Gonzalez urged the importance of establishing policies on the use of AI technology, whether this should occur at the college level or districtwide effort.
4. Technology Update: College
- SACTAC Mr. Steffens provided updates.
 - Action item at SACTAC: Proposal from Dr. Maria Dela Cruz for 200 Digital Don's computers in the amount of \$160K. This will be recommended for funding to SAC Planning and Budget.
 - First read of changes and changes to the integrated technology plan.
 - Reports from various departments:
 - ASG requested additional library hours.
 - Mr. Steffens department provided updates on Simplicity (career management system) implementation and logistical needs of the new Regroup 2.0 that we use for mass communication.
 - Distance Ed reported on their initiative to collect more information for DTC and their search for a replacement for their current digital badging system.
 - Noncredit. Survey on faculty needs specifically those teaching distance Ed and noncredit. Mr. Jose Vargas brought up a concern that the equipment standards for faculty teaching online are inadequate. Requesting that this be part of future TAG request at future meetings.
 - SCCTEC: Mr. James provided updates.
 - TIDE is taking over innovative technologies like ZTC and Chat GPT. They are also a subcommittee of Curriculum and Instruction Council.
 - Technology committee changes: Student equity as their focused responsibility and make recommendations for professional development. Subcommittee of Planning and Institutional Effectiveness committee.
 - Discussed Mac standards and challenges with installation. SCC plans to participate in reviewing the new Mac standards when it becomes available.

- Discussed funding source of online education software like NameCoach and logistics involved.
 - ChatGPT and AI tools. Mr. James is conducting a workshop and invites those who are interested to join.
5. Student experience with technology:
- SCC: Mr. Felix – no update
 - SAC: Mr. Orozco – no update
6. Approval of TAG Minutes – March 2, 2023
- Mr. Gonzalez called for a motion to approve the March 2, 2023, minutes. A motion was made by Mr. Bustamante seconded by Mr. Morgan. Mr. Steffens abstained. Motion passed.
7. Use of BoardDocs for TAG: Mr. Gonzalez announced that TAG will start using BoardDocs this fall. There were no concerns or questions from the committee.
8. Technology Project Listing, March 2023. Mr. Howard referenced on the project trends over the course of 6 months.
- RG542 Visualization for Chancellor: Still on hold. Current progress has been presented to stakeholders and awaiting feedback.
 - SCFF EPIC: On Hold. The team is still working to bring the homegrown 320 reporting into Colleague. Will leverage on the delivered functionality once finalized.
 - Self Service Implementation (EPIC): Implementation was completed in January. The regular workgroup cadence now reduced to once a month. We created a dropped notification feature for students. Other updates such as VTEA survey and Financial Aid related tools are in progress.
 - Abandoned CCCApply applications: Consists of two subprojects. Outreach to students who started an application but have not registered for classes. The second part is still in progress to develop a tool to reach out to students who started but not completed or submitted their application in CCCApply.
 - Symplicity Career Services Management Implementation: This project has been implemented and the colleges have gone live. Holding off for a little longer for feedback on the data integration that ITS developed.
 - 2022-2023 P1 Colleague 320 implementation: Testing of the reports is still ongoing to ensure the correct numbers are being calculated for certain class types (noncredit, independent daily/weekly) match what is produced from in-house reports.
 - Starfish Implementation EPIC: No new updates.
 - Regroup 2.0 Integration: A text messaging platform. Data load has been completed and still waiting for feedback.
 - Employee demographic (ED) data collection and storage implementation (EPIC): Data collection for Board Report on diversity. The report is now available and is pending feedback from P&C.
 - CVC Implementation Phase 2 EPIC: Wrapping up. Testing automation of MIS required fields coming from home college applications. Looking to be completed soon.

Informational Handouts

1. Technology initiatives for FY23-24
2. Top 10 Technology Project Listing - March

Next Meeting Reminder: May 4, 2023, via Zoom

Adjournment

The meeting was adjourned at 4:41 p.m.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Technology Advisory Group

Calendar for Academic Year 2023-2024

3:00 p.m. - 4:30 p.m.

Fall 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

Spring 2024

February 15, 2024

March 7, 2024

April 4, 2024

May 2, 2024

Propose standing item at least every other meeting on progress on student produced initiatives, computer replacement plan, accessibility and data privacy initiatives.

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