Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, April 12, 2018 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for April 12, 2018**

**Members Present:** Tammy Cottrell, Jesse Gonzalez, Scott James, Jim Kennedy, Lee Krichmar, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Pat Weekes

**Members Absent:** Andy Ramirez - SAC Student, SCC Student, Archana Bhandari, Cherylee Kushida, Dean Hopkins, Daniel Oase, Mike Taylor

**Guest:** Stuart Davis

**Discussion**

* **Call to Order**
	+ Meeting called to order at 2:30 p.m.
* **Approval of minutes**
	+ The minutes from the March 1, 2018 meeting were approved.
* **Canvas Migration Update**
	+ Stuart shared that Canvas has been running pretty well as far as functionality for both campuses with no major issues.
	+ Login for new students (first-time login) remains an issue but we are continuously working with State Chancellor’s Office on a resolution.
	+ Logout issues has been corrected.
	+ The Canvas ILP software has been purchased as it has been recently approved during the March Board meeting. Will coordinate installation and implementation process with Ellucian. As usual, this process will take place in the test environment.
* **Blackboard Archival Discussion**
	+ Lee reminded the committee that we will be retiring Blackboard by the end of the fiscal year 2018.
	+ Subscription to Blackboard archival system to regain access to information that resides inside Blackboard. Lee expounded further on how the archiving and backup process works.
	+ A docket item of the subscription has been prepared for the April 23rd Board meeting. Will cost $33K/year (3-years) but the renewal of 2nd & 3rd year is optional, requiring a 30-day advanced notice.
	+ The goal is to only use the system for a period of one year which will be determined based on usage.
	+ ITS staff performed an on-prem testing of Blackboard archiving (using an idea to try a program called WGet) process with various methods attempted however was not successful.
	+ Discussions took place regarding what our legal obligations and/or state compliance on student disputes, record audits and record retention.
* **Establish Printer Standards**
	+ Lee announced that the group of printers presented at the last TAG meeting stands as is and briefly touched on printer standard related discussions. She handed out a price quotation from Sehi Computers which has a better pricing than some of the quotes she brought in at previous meetings. Also, when printer orders are received in Purchasing, they will always make an effort to obtain better pricing as part of their due diligence.
	+ SCC has an occasional need for a black & white MFP. This will possibly get added into the Printers Standards in the future.
	+ The new Printer Standards was unanimously approved by TAG.
	+ Should we start looking into purchasing Chrome books, is there sufficient staffing to support this environment? May revisit the acquisition and support of Chrome books when the majority of our projects have been completed.
* **Establishing District Standards for Technology Projects** – if SAC and SCC choose different products or approaches, then we are NOT being efficient.
	+ This becomes a challenge for ITS having to support various types of systems and software.
	+ Jim K. suggested a designation of a centralized leadership role to assist in identifying common solutions for both campuses.
	+ Initiate better communications between campuses, SCCTEC & SACTAC and seek assistance from ITS department with technology needs.
	+ Involvement of ITS with district wide software purchases at the planning stage would be advantageous and less burdensome.
	+ How can ITS be informed? – Grants technology line item
	+ We will continue this discussion at a future TAG meeting.

Lee wanted to bring awareness among the TAG group regarding our current projects as follows. There are a couple of items added from what was listed on the agenda.

* + Text Messaging
		- SAC – Regroup
		- SCC – Campus Cast
	+ Multiple Measure
		- SAC – Placement Test Scores TSUM
		- SCC – Course Waivers XSRLOS
	+ Curriculum Management
		- SAC – CurricuNet Meta
		- SCC – eLumen
	+ Orientation
		- SAC – Dropping Cynosure
		- SCC – Cynosure
	+ Virtual (online) Counseling
		- SAC – Currently investigating vendors (end of Fall)
		- SCC – Looking into Cranium Cafe

Our business processes should align with how the tools work to maximize benefits. John S. is suggesting (SAC) to perhaps make some changes on business processes first before making vendor selection.

* + Campus Research Departments
		- SAC – Tableau/Alteryx/SPSS
		- SCC – MS Access/Power BI Server
		- District – Alteryx/SPSS
* Library SLO
	+ New state initiative for comprehensive library software for SAC & SCC
	+ SAC – currently using WMS
	+ SCC – currently using Voyager
* Vend Printing
	+ SAC – Pharos
	+ SCC - GoPrint
* **Update from SCC by Alfonso Oropeza** – Instruction/lab computers conversion from generic account to WebAdvisor logins
* OEC non-credit accounts have been fully converted as of January 2018 and college credit accounts at SCC began Spring 2018 with 10% remaining. Installation of Windows 10 was necessary in order to resolve login delays.
* SAC is still in discussion stage as they have numerous complexities throughout the campus to address.
* Jesse announced that our network team discovered an issue in the anti-spam gateway which has been addressed; the amount of spam emails should be decreasing. Feedback will be provided from the group at the next TAG meeting.

**Information Distributed**

* Printers Price Quotation from Sehi Computer
* Board Docket – Subscription of Blackboard Learn Archive

**Next Meeting: May 3, 2018**

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

**Adjournment**

Lee adjourned the meeting at 4:03 p.m.