Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, November 3, 2016 – 2:30 p.m.

District Office 114, Executive Conference Room

**Meeting Minutes for November 3, 2016**

**Members Present:** Archana Bhandari, Tammy Cottrell, Ancie Dulalas, Jesse Gonzalez, Dean Hopkins, Lee Krichmar, Daniel Oase, Alfonso Oropeza, Sergio Rodriguez, John Steffens, George Sweeney, Pat Weekes

**Members Absent:** SAC Student, SCC Student, Scott James, Jim Kennedy, Cherylee Kushida, Mike Taylor

**Discussion**

* Call to Order
  + Meeting called to order at 2:30 p.m.
* Approval of Minutes
  + The minutes from the October 6, 2016 meeting were corrected (STP: Major Areas Covered, bullet #2: from TAG to ITS mission statement) and approved
* Strategic Technology Plan – Lee pointed out the addition of the Executive Summary found on page 4 of the plan. This section was added to bring out some important highlights/keynotes of the plan at the beginning of the report as a recommendation that came out from the SACTAC meeting
* TAG reviewed this section and on the spot corrections were made as addressed
* Like SACTAC, SCCTEC will make reference rather than duplicate the Executive Summary key points in their plan
* George Sweeney suggested to reference Technology Training (the need, the goal, examples) into the Executive Summary and make it more of a general or directional approach or even as a critical recommendation
* Various concerns and clarifications were discussed in relation to technology training:
* the need for specialized trainers or experts when new software/portal or technology is deployed
* minimal training is being done by ITS staff, which becomes an improper use of IT resources
* ITS Technical staff do not have large groups of training as part of their job descriptions
* end-users have greater preference with one-on-one or onsite vs. online resources to obtain training, which has been a culture created from the upper level management at both campuses
* Alfonso Oropeza, from past experience with Datatel implementation, suggested to identify leads or “super users” to be trained and become experts. ITS to provide technical support and special needs and customization specific to the department
* Tammy Cottrell suggested it would be beneficial when new software or portal is being implemented that IT to provide when and what information is available to better prepare an on-demand trainer like herself. She also suggested that there needs to be a distinction between support and training as well as the need for a one stop place or a liaison to ITS to get the help or identify if the need falls under support or training
* John Steffens suggested when budget or grant becomes available that a built-in training package be included for new implementation(s)
* Ultimately, Lee summed up and read the changes that were discussed with regards to technology training, security, district websites accessibility compliance, and input from SACTAC and SCCTEC reports
* Canvas timeline plan to become fully implemented by Fall 2018. Security and disaster recovery portions will be referenced in the Appendix and eventually, the Assessment platform
* Technology and Instruction portion was contributed by George Sweeney and Cherylee Kushida for SAC
* Social Media portion was contributed by Dean Hopkins
* Copiers evaluations – Lee shared the following:
* Newly leased Xerox copier in the Chancellor’s office has accessibility issues, therefore, ITS initiated an evaluation of different copiers particularly those with better accessibility technology
* Also have new Konica Minolta copiers located in Human Resources department and workroom on the 4th floor. This can be purchased or leased using a Board approved statewide contract. The same copier was installed for evaluation in the ASCC computer lab at SAC and has received positive feedbacks from the staff & students
* The evaluation unit from Toshiba was received and the copier was installed in the ITS department for assessment
* Lee encouraged the committee for volunteers who would be interested to test and evaluate Konica Minolta, Toshiba, and Xerox copiers
* Strategic Technology Plan was unanimously approved by TAG with the provision that it is a living document and updates will continue. Lee will update the plan with all of the suggestions that were made today, including the critical need to update the plan with input from SAC and SCC
  + The following language will be added to the Executive Summary. *“It is critical for readers of this report to refer to both of the SACTAC Strategic Technology Plan and the SCCTEC Technology Master Plan for details related to college level planning and requests.* ***This RSCCD Strategic Technology Plan 2017-2020, which was approved at TAG on November 3, 2016, will be updated to align with both the SACTAC Strategic Technology Plan and the SCCTEC Technology Master Plan once those plans are finalized.”***

**Information Distributed**

* Strategic Technology Plan

**Next Meeting: December 1, 2016**

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

**Adjournment**

Lee adjourned the meeting at 4:15 p.m.