# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for March 4, 2021**

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

**Voting Members Absent:** Tammy Cottrell

**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 2:32 PM.
2. Technology Project Listing, January 2021: Mr. Davis provided updates on key items within the Top 10 projects.

* RG0540 Modifications: Mr. Davis will meet with Fiscal Services to confirm that all the requested changes are in accordance with the departmental needs. Once confirmed, the project will be moved off from the top 10 list.
* VA Works: new project request from the Veterans offices at SAC and SCC. This is a software tool for student tracking geared towards veteran students.
* Starfish Implementation: Phase I is still being reviewed and there is ongoing cleanup and validation around the analytics.
* Remove CE WebAdvisor drop roster and grading customization, item 6 and 7: new project request from Continuing Ed as they transition to census base classes. Will conduct removal of previous customizations related to positive attendance. These customizations are preventing the required system processes involved in census base sections.
* Invoke Learning projects, item 8 and 9: Data uploads have been handed off to Invoke Learning for assessment.

1. TAG Committee Planning Calendar: Mr. Gonzalez stated the purpose for creating the calendar. He expounded further on each milestone that takes place each month between TAG and TOW. This will serve as a roadmap and guiding principles to keep us on target when items need to be reviewed, modified and approved. He announced that the planning calendar will be posted on both TAG and TOW websites.

* Mr. Gonzalez called a motion to approve the 2021 Planning Calendar. A motion to approve the 2021 Planning Calendar was made by Mr. Steffens and seconded by Mr. Bustamante and approved unanimously.

1. Technology Update – Colleges

SACTAC – Mr. Steffens

* + Mr. Steffens discussed the computer replacement plan, which was approved by SACTAC and it’s to be submitted to the Planning and Budget committee which hopefully will be included in the 2022 tentative budget.
  + Recent hiring of student workers for student helpdesk. They are currently in training.
  + Starfish implementation and usage statistics and other systems to be integrated to Starfish such as Canvas were presented at SACTAC.
  + Starfish Fall semester usage impact to retention: Mr. Steffens announced that SAC Research will be presenting at the College Council meeting for March.
  + Web redesign project is moving forward. The Web committee and the ITS Web team are diligently working together to incorporate reusable components.

SCCTEC – Mr. Rodriguez

* + Mr. Rodriguez reported that the committee had discussions on chosen name (postponed till end of April) and SSO project (moved up to June 7th).
  + A computer replacement line item has been added to the budget.
  + SCC is in favor of adopting OrgChart Now but will depend on HR’s decision.
  + They also discussed SCC Student Services need for a customer relationship management (CRM) solution to be used by Outreach and Foundation.

1. Technology Update ASG – Student experience with technology:

* No updates from Ms. Muhammad. She added that this initiative was shared with other senators and will share feedback as they are received.
* Mr. Gonzalez provided an update. Mr. Gonzalez and Mr. Davis met with Ms. Muhammad and discussed the issues she presented during the February meeting and found it valuable. Mr. Gonzalez stated that we need student outreach and proposed that we form a student experience taskforce, with Ms. Muhammad as a liaison between TAG and ASG. The taskforce will oversee and review feedback from students and potentially develop an actual technology initiative that we can execute from, thereby improving student experience. Mr. Gonzalez will send out a poll to both voting and supporting members to see who wants to be part of the taskforce.

1. First reading Data Governance AR and BP, Data Trustees and Data Stewards list: Mr. Gonzalez provided the first reading and a detailed history of data governance.

* Mr. Gonzalez highlighted on key points and references used in creating the draft.
* The Data Stewards list will go through frequent updates as staff and positions continue to move around. As such, an intranet link will be provided on the AR portion to avoid the need to go through the entire process of updating the entire document for minor changes.
* Questions were raised by Ms. Hoang and Mr. Bustamante regarding what governs data derived from a third party and student government surveys. Mr. Gonzalez asserted that if the data will be used to obtain funding or make decisions, they will be considered as institutional data, therefore will be required to abide by our data governance policy.
* The draft has been presented to the Technology Operational Workgroup (TOW) and District Research and will be voted on at the April TAG meeting. Mr. Gonzalez urged the group to review the draft thoroughly and to share it with their constituencies for questions and comments.

1. Updated districtwide software standards non-instructional computers: Mr. Hoang went over the different software components that were updated, removed and replaced. For security reasons, the details on the software standard updates will not be shared but will be posted on the ITS intranet site.

* Mr. Gonzalez called for a motion to approve the districtwide software standards for non-instructional computers and proposal to make it an internal document. A motion to approve was made by Mr. Steffens and seconded by Mr. Rodriguez and approved unanimously.

1. Approval of TAG Minutes – February 4, 2021

* Mr. Gonzalez called for a motion to approve the TAG Minutes of February 4, 2021 meeting. A motion to approve the minutes was made by Ms. Hoang and seconded by Mr. Rodriguez and approved unanimously.

1. Other

* Update on TAG membership/responsibilities proposed modifications: Mr. Gonzalez shared an announcement from District Research which was sent to the committee chairs. The new Planning and Design manual states that student representatives at all committees are to be considered voting members effective immediately. TAG will adopt the change as of next TAG meeting in April.
* Chief Information Systems Officers Association (CISOA) Student Scholarship: Mr. Gonzalez announced that CISOA is sponsoring a student scholarship program. Applications are accepted from March 1 – April 16, 2021. Further details are provided on the flyer. He asked the group to the convey this with different constituencies. It would be ideal if this is posted in a place visible to students.

**Informational Handouts**

1. Technology Project Listing: February 2021
2. TAG Committee Planning Calendar
3. Data Governance AR and BP, Data Trustees and Data Stewards list
4. Districtwide software standards non-instructional computers
5. CISOA Student Scholarship flyer

**Next Meeting Reminder: April 1, 2021 via Zoom**

**Adjournment**

The meeting was adjourned at 3:53 p.m.