

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for December 1, 2022

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

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

1. Cybersecurity:
 - One-time funding - \$50k per college (10 minutes) – Clacken
 - Attacks at other colleges and next steps for RSCCD (10 minutes) – Gonzalez, Clacken
2. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
3. Student experience with technology:
 - SAC Student – Alfredo Orozco (10 minutes)
 - SCC Student – Ryan Felix (10 minutes)
4. Update on Self Service implementation (10 minutes) – Howard
5. Update on Multi Factor Authentication (10 minutes) – Clacken
6. Approval of TAG Minutes – November 3, 2022 (5 minutes) – **ACTION**– Gonzalez
7. Technology Project listing, November 2022 (5 minutes) – Howard

Next TAG Committee Meeting: February 2, 2023

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

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

Meeting Minutes for November 3, 2022

Voting Members Present: Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Scott James, Adam Morgan, Nicholas Quach, Sergio Rodriguez, John Steffens, Pat Weekes, Ryan Felix – SCC Student, Alfredo Orozco – SAC Student

Voting Members Absent:

Supporting Members: Derrick Chan, Dane Clacken, Adam Howard, Ron Gonzalves, Tara Kubicka-Miller

Guest: Michael Green

Discussion

Call to Order

- Meeting was called to order by Mr. Gonzalez at 3:03 PM.
- 1. 2022 Districtwide Planning survey results: For informational purposes, Mr. Gonzalez shared the results of the survey.
- 2. Second Reading STP Goals for 2023-2024:
 - Mr. Gonzalez went over the modifications proposed from the first reading. Brief discussions to reaffirm prior to finalizing the goals. Mr. Gonzalez called for a motion to approve the STP Goals for 2023-2024. A motion was made by Mr. Steffens, seconded by Mr. Felix and approved unanimously.
- 3. Student email as primary email in Canvas and grant funded technology policy. Mr. James shared various updates.
 - SCCTEC is working on initiatives related to FERPA compliance:
 - Referenced on plan of action for enrollees not actively on Canvas course roster (tutors, interpreters, dual enrollment teachers, instructional assistants). Mr. James is working with Michael Ward in ITS to pull their Canvas roles. Plans to collaborate with SAC and have their list included and conduct comprehensive review and all the necessary approvals such as campus legal and VPs.
 - Canvas inbox is one of the tools instructors use to communicate to students; its FERPA compliance is still in question. Mr. James is advocating to use the district issued email as Canvas email default. Mr. Steffens shared some insights on SAC's current process which is not in alignment with SCC's. Several proposals and feedback on how to address and close the loop to eliminate FERPA concerns were discussed. Mr. Gonzalez also shared and opened discussions on the security aspect consisting of technical and privacy components. It was agreed to seek legal opinion regarding sending non-directory data to students through email and the implication it may cause. Mr. Gonzalez will inquire with the district's attorney to schedule a conversation, then will reach out to Mr. Steffens and Mr. James as the colleges points of contact.
 - Grant funded technology policy: Mr. James reported that SCC received a technology fund refresh on the instructional side.

- Mr. James raised some concerns with grant funded technology, their replacements and fiscal stability issues and suggested that we adopt a sunset policy to support the grant.
 - Mr. Gonzalez added that since they are one-time funds, they are best suited for software or license subscriptions like VDI that can be aligned with the grant timeline, unlike hardware which requires replacement.
 - Mr. James will bring up to Planning and Institutional Effectiveness (PIE) committee about grants and sunset policy for review. As an action item, Mr. Gonzalez verified that he would add this topic to the computer replacement plan taskforce to discuss how to handle grant funded devices at a districtwide level; any grant related logistics that SAC/SCC follow and adopt from each other.
4. Technology Update: College
- SACTAC: Mr. Morgan reported that SACTAC reviewed and finalized the 2022-2023 committee goals. Also went over committee reports.
 - SCCTEC. The technology refresh budget has been submitted by Mr. James for A/V and non-instructional devices. Mr. Rodriguez reported that Distance Ed hosted various product demos.
 - Online live Zoom classes which enhances Zoom experiences for students allowing screen share simultaneously.
 - Harmonize Canvas LTI is an interactive way for students to organize their courses in Canvas.
 - Microsoft Metaverse Mesh for learning and allows students to mingle in a virtual environment.
 - QuadC software provides a variety of student services such as tutoring, counseling, advising, writing and other supplemental instruction. Can easily integrate with Canvas and Colleague. The features look very promising and sparked VPs interest. They requested a quote to review.
 - Mr. Gonzalez suggested that it's a good practice to assess more than one product when it comes to virtual reality technology as most of them are not fully accessible.
5. Student experience with technology:
- SCC Student: Mr. Felipe reported that there is no chat representative in Canvas to assist the fully online students. ASG is looking into implementing a way to provide a chat room in order to support students. Several suggestions and feedback were made including Canvas, MS Teams and QuadC capabilities and challenges related to their communication tool. Mr. Gonzalez expressed his commitment to facilitate any required effort to support the initiative.
6. Updates on recommendation for computer replacement plan:
- Districtwide tool for computer inventory. ServiceNow is the management tool that was chosen to be reviewed. This has not been finalized as there were issues with the contract negotiation but ITS is revisiting and reinitiating the negotiation process.
 - Centralized funding: SAC and SCC both follow centralized funding and procurement procedures.
 - Technology budget line item: Submitted on a yearly basis at both colleges. A/V is included in the technology budget line-item submission at SAC. Mr. Gonzalves brought up that infrastructure side for mediation upgrade and computer replacement needs to be addressed.
 - Mr. Gonzalez will reconvene with the taskforce to conduct additional updates to the computer replacement plan.
7. Cybersecurity one-time funding: Tabled for next meeting.
8. Approval of TAG Minutes – October 6, 2022

- Mr. Gonzalez called for a motion to approve the October 6, 2022, minutes. A motion was made by Mr. Rodriguez, seconded by Mr. Quach. Mr. Morgan abstained as he wasn't present. Motion passed.
- Other: Mr. Gonzalez made a motion to suspend the rules and approved the October 6th minutes and table items #7 & #9, seconded by Mr. Rodriguez. Motion passed.

9. Technology Project Listing, October 2022. Tabled for next meeting.

Informational Handouts

1. 2022 Districtwide Planning survey results
2. STP Goals for 2022-2023
3. Recommendations for Computer Replacement Plan
4. Cybersecurity one-time funding
5. Top 10 Technology Project Listing - October

Next Meeting Reminder: November 3, 2022 via Zoom

Adjournment

The meeting was adjourned at 4:32 p.m.