# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for November 2, 2023**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Jason Sim, John Steffens, Michael Taylor, Pat Weekes, Hayden Reed – SCC Student

**Voting Members Absent:** Adam Morgan, Jimmy Nguyen, Sergio Rodriguez, Guadalupe Roman Sanchez – SAC Student

**Supporting Members:** Dane Clacken, Scott James, Marvin Gabut, Ron Gonzalves, Adam Howard, Kimberly Perna

**Discussion**

Call to Order

* + The meeting was called to order by Mr. Gonzalez at 2:31 PM.
1. Cycle alignment for Strategic Technology Plans:
* Mr. Gonzalez presented an updated timeline based on new information received. The district met with the consultant and as a result, he was able to gather further information and a clearer picture of what’s to take place.
	+ The District Strategic Plans and Educational Master Plans for SAC and SCC are set to take effect in 2024 with 8-year validity.
	+ This will give us time to start updating the technology plan, ideally summer/fall 2024 and spring of 2025 to have our plan in place Fall 2025.
	+ There is a proposal to set the validity of technology plans to 4 years for better alignment. They also proposed extending the current plans to Spring 2025 to allow adequate time for updating the technology plans for TAG, SACTAC & SCCTEC.
	+ Mr. Steffens made a comment that SAC Technology Plan was just extended and in effect through 2026.
1. Second reading, updates to AR 3750.1, Data Governance: Mr. Gonzalez reported that there were no changes proposed from last meeting. Mr. Gonzalez called for a motion to approve the updates to AR 3750.1. Mr. Steffens made a motion, seconded by Mr. Reed and approved unanimously.
2. Technology Update – Colleges:
* SACTAC: Mr. Steffens
* SAC Integrated Technology Plan has been updated and extended through 2026.
* Academic Senate voiced concerns with Digital Dons laptop availability for students. Mr. Gonzalves updated the group on the work involved with imaging/configuration of the new laptops related to this program.
* Distance Ed provided updates on ZTC Pathways grant. They plan to cancel the You Do It request and decided to go with Pope Tech. Also considering quality review badging and other options our online catalog.
* A new feature release by Starfish may allow for data extraction for reports. Plan to work with Research to help with this project.
* Student Information Support reported on the go-live of Starfish kiosk system for International Student program. Supporting the new Director of Student Success who oversees Starfish credit progress reports. Also provided updates on Nuventive regarding outcomes assessment tool and support needed. Ocelot go-live took place in October with AI Chatbot system was deployed for A&R, Financial Aid & Health Center, next is International Student Program.
* Regroup upgrade progress, tool for mass texting and messaging system that was scheduled go-live for spring. The testing revealed errors and bugs that need to be fixed which are currently being worked on by the vendor including training. No official end of life on the current version.
* SAC ITS provided updates on the recently completed testing of the new system in the Health Sciences building. Windows 10 end of life and Windows 11 transition project. Mac support updates and reason for temporary hold including the continued discussion of District Council related this project.
* SCCTEC: Mr. James
* Mr. James reported that the Statewide Accessibility Center just purchased Pope Tech dashboard. Installation of the system is anticipated by the end of November.
* Impact a new tool within Canvas has been installed for districtwide use. Currently working with the Impact team for training and roll out.
* ITS updates: Mr. Clacken provided an update on MFA progress. Ms. Perna provided updates on computer inventory.
* Technology Resource request should be submitted by end of October to Technology committee then to Planning and Institutional Effectiveness committee for ranking. Ranking computer and projector replacements is no longer needed since there’s already a refresh budget in place; printers are not included.
* SCC was awarded a Title V grant: Part of the grant is planned to go towards the AR VR project requested by the Technology Innovations & Distance Education (TIDE) committee. This tool can be used to enhance connections with our online students and if we can also extend the same service to benefit the Mesa Center technology students. SCC has scheduled meetings with prospective AR VR vendors. Mr. Gonzalez cited the importance of accessibility compliance, and that the product we choose meets Section 508 as much as possible.
* SCC was awarded a local peer online course review campus after completing the Capstone project through At One. Three courses were aligned with the rubric and ten more in the queue. This program is showing good progress thus far.
* The technology committee plans to start publishing the SCCTEC newsletter twice a year. This will be posted on the SCC website.
* SCC considers instituting term limits for all committees. This will allow new leadership to emerge. Mr. James noted that he has started developing comprehensive documentation.
* SCCTEC would like to explore the Zoom AI features. ITS is still currently working on some issues and ensuring that it meets our data privacy before we can deploy this feature.
1. Student experience with technology:
* SAC: Ms. Roman Sanchez – no update as she was not present.
* SCC: Mr. Reed
	+ Mr. Reed reported that he presented the MFA implementation for students to ASG meeting and had to student volunteers. The authenticator app has been enabled but it did not send a prompt when accessing any type of devices whether on or off campus. Mr. Clacken will schedule an offline meeting with Mr. Reed.
	+ Also reported concerns about the slow Wi-Fi speeds near the A & B buildings. This includes occasional short outages which are typically short but can be disruptive. Mr. Gonzalez provided some insights and suggested to submit a helpdesk ticket to address the issue.
	+ The recent upgrade of faculty/instructional computers to SSD-bearing devices has received positive feedback from students and faculty for improving workflow.
	+ A plan to re-establish a helpdesk by the ASG after the initial plan fell through. The request has been submitted for approval by the Cabinet. The helpdesk will be in Room A-104. More information to come.
1. Approval of TAG Minutes – October 5, 2023
* Mr. Gonzalez called for a motion to approve the October 5, 2023, minutes. A motion was made by Ms. Weekes, seconded by Mr. Bustamante and approved unanimously.
1. Technology backlog process: Mr. Howard reported that TOW has implemented a new process to manage their technology project list more effectively. The new process focuses on reassigning low-priority or projects unlikely to be completed within 180 days to backlog status. Project requestors will be notified and will be provided with several options. Mr. Gonzalez shared additional information.
2. Technology Project Listing, October 2023: Mr. Howard provided updates including the 6-month overview of project completed vs. projects received.
* RG542 Visualization for Chancellor: Updated report in the test environment based on recent feedback and ready for review.
* SCFF EPIC: Pending progress based in completion of the Colleague 320 implementation.
* SS: VTEA Survey Bolt On: The survey has been made available in several places in Self Service for students to access. Currently comparing the survey completion against what was submitted to the state. Overview and recommendation will be presented later.
* Part-Time Health Benefits Reimbursement: This project involves creating a dynamic form for part-time faculty to submit health related expenses for reimbursement.
* SCFF Audit Corrective Action: This is related to duplication of enrollment records submitted to State through MIS reports due to classes spanning multiple term, which impacted the student-centered funding formula. Corrections have been made. Pending feedback by Research team. Ellucians is scheduled to release a system upgrade in December.
* Abandoned CCCApply: The Infrastructure team is setting up the integration components and set to be ready be the end of the month so we can produce the report in the report repository.
* 2023-2024 P1 Colleague 320 implementation: Currently working with the work group discussing implementation strategies for the report due in January. Plans to meet with Fiscal and Ellucian discuss report interpretation and other logistics.
* Evaluation Prioritization Report: New project.
* RG540 Re-Engineering: Completed and has been deployed in production.
* Implementation of NeoED PERFORM: Working with People & Culture on the integration data files for employees and positions. Single sign on has been enabled for this system as well.
1. District Council Minutes – October 2, 2023 (Informational Attachment)

**Informational Handouts**

1. Cycle Alignment for Strategic Technology Plans
2. AR 3750.1, Data Governance
3. Technology Backlog Process
4. Top 10 Technology Project Listing – October 2023

**Next Meeting Reminder: December 7, 2023, via Zoom**

**Adjournment**

The meeting was adjourned at 3:35 p.m.