RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
[Website: Technology Advisory Group](Website:-Technology-Advisory-Group)

Agenda for February 2, 2023
3:00 p.m. - 4:30 p.m.
https://us06web.zoom.us/j/83287703267

1. Mid-year report presentation (20 minutes) – Gonzalez, Clacken, Howard, Gonzalves, Forero

2. Recommendation of ongoing budget allocation for online education technology expenditures (15 minutes) **– ACTION** – Gonzalez

3. Technology Update – Colleges
   - SACTAC – Steffens (10 minutes)
   - SCCTEC – Rodriguez (10 minutes)

4. Student experience with technology:
   - SAC Student – Alfredo Orozco (10 minutes)
   - SCC Student – Ryan Felix (10 minutes)

5. Update on projects:
   - Self Service implementation (5 minutes) – Howard
   - Multi Factor Authentication (5 minutes) – Clacken

6. Approval of TAG Minutes – December 1, 2022 (5 minutes) **– ACTION**– Gonzalez

7. Technology Project listing, January 2023 (5 minutes) – Howard

Next TAG Committee Meeting: March 2, 2023

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

<u>Meeting Minutes for December 1, 2022</u>

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Voting Members Present: Tammy Cottrell, Jesse Gonzalez, Scott James, Tara Kubicka-Miller, Adam Morgan, Nicholas Quach, Sergio Rodriguez, John Steffens

Voting Members Absent: Robert Bustamante, Pat Weekes, Alfredo Orozco – SAC Student, Ryan Felix – SCC Student.

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

Discussion

Call to Order

- Meeting was called to order by Mr. Gonzalez at 3:05 PM.

1. Cybersecurity:
   - One-time funding - $50K per college: The district recently received a one-time funding from the State Chancellor's office. Mr. Clacken provided details of the Cybersecurity initiatives and timeline. ITS operational funds are largely used for ITS projects but this year, will be utilizing the one-time funding on 2 of the 9 initiatives. On another subject, Mr. Steffens asked if there's has been a resolution or ongoing research on password reset requirement for students. Discussions ensued. As an action item, Mr. Clacken and Mr. Howard will investigate further on this matter.
   - Attacks at other colleges and next steps for RSCCD: For informational purposes, Mr. Gonzalez shared a list of colleges that recently experienced cybersecurity attacks. Most attacks were ransomware related and averaging around $500K in recovery costs. Mr. Gonzalez provided on overview of the district current practice and plan of action and security measures to help protect our network resources.
     - Mr. Gonzalez at the request of Mr. James shared the current practices at SCC to help mitigate fraudulent enrollments. Mr. Gonzalez stated that these actions mostly start at the student application stage in CCCApply. Further discussions regarding several temporary resolutions and if there's an existing policy to report fraudulent enrollment took place. As an action item, Mr. Gonzalez and Mr. Howard will meet offline with Mr. James and Mr. Morgan to review the enrollment fraudulent scoring report.

2. Technology Update: College
   - SACTAC: Mr. Morgan reported that SACTAC reviewed various reports. Presentation of computer replacement plan by Mr. Gonzalves, and MFA by Mr. Clacken.
   - SCCTEC: Mr. Rodriguez reported that the technology request rankings were conducted and a request for increase on budget for non-instructional and A/V devices were presented.

3. Student experience with technology: No SAC and SCC students were present.

4. Updates on Self Service implementation: Mr. Howard reported on current updates.
   - Districtwide communication campaign is currently in full swing. Information is being circulated through email, social media and text messages. This is in collaboration with the colleges and Public Information offices.
   - WebAdvisor grading is scheduled switched off December 7th. All grading to be conducted through Self Service thereafter. Informational video and related documentation, guidance and support will be sent out to faculty on Monday, December 6th.
   - Faculty drop transition is scheduled for December 19th.
   - The Self Service implementation team will be providing assistance as we setup our user testing (UAT) for some of our custom applications in WebAdvisor (Absence/Status/Budget Change forms, Timecards, class schedule/catalog - Bookstore). The plan is to provide links to these applications from Self Service. Registration appointment page has been created and awaiting feedback.

5. Update on Multi Factor Authentication (MFA): Mr. Clacken provided the MFA timeline.
   - We are currently in the process of testing and finishing training materials as we head to Phase 1 completion (December 23rd). Employee training is scheduled in the month of January which is Phase 2.
   - There was a total of 5 applications included in Phase 1. The scope of implementation has been reduced to one due to technical issues and time constraints. The remaining applications will be included in future phases in the summer and fall.

6. Approval of TAG Minutes – November 3, 2022
   - Mr. Gonzalez called for a motion to approve the October 6, 2022, minutes. A motion was made by Mr. Morgan, seconded by Ms. Cottrell and approved unanimously.

   - Other: Mr. Gonzalez announced the upcoming departure of Mr. Derrick Chan, Director of User and Academic Support at SCC.

7. Technology Project Listing, November 2022.
   - RG542 Visualization for Chancellor: Graphical view of report has been created pending feedback from the Chancellor.
   - SCFF EPIC: We can leverage from a potential source coming from another current project, P1 Colleague 320 implementation: Dr. Nery at SAC is highly involved in this project. Multiple iterations have occurred. Updates and cleanup of the report is occurring. Will runs some tests to ensure we're ready before the January due date for P1.
   - Self Service Implementation (EPIC): Part of agenda, item #4.
   - 2022-2023 P1 Colleague 320 implementation:
   - CCCApply Noncredit EPIC: All components are in place, link has been provided to noncredit A&R and they have agreed to mark this project as complete.
   - Starfish Implementation EPIC: Revisiting some of the components that had been dormant.
   - PE0271 Logic Modification for seniority: Request from P&C to help provide more accurate information for seniority information for classified employees working out of class as managers.
   - CVC Implementation Phase 2 EPIC: Live but we have a couple of projects still in the works required for MIS reporting. Currently have 2 dozen students enrolled for both Spring and Spring intersession.
   - Ed. Plan Report Modification: Close to completion. Reviewing test scenarios and awaiting feedback from Mr. Steffens.
   - Targeting Application: We will be descoping this project in place of the project request from P&C.

Informational Handouts
1. Cybersecurity Initiatives

2. List of colleges – cybersecurity related attacks
3. Multi Factor Authentication (MFA) timeline
4. Top 10 Technology Project Listing - November

Next Meeting Reminder: February 2, 2023 via Zoom

Adjournment
The meeting was adjourned at 4:13 p.m.