

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

[Website: Technology Advisory Group](#)

Agenda for November 2, 2023

2:30 p.m. - 4:00 p.m.

<https://rsccd-edu.zoom.us/j/85934136835>

1. Cycle alignment for Strategic Technology Plans - Update (10 minutes) – Gonzalez
2. Second reading, updates to AR 3750.1, Data Governance (5 minutes) – **ACTION**– Gonzalez
3. Technology Update – Colleges
 - SACTAC – Steffens (10 minutes)
 - SCCTEC – Rodriguez (10 minutes)
4. Student experience with technology:
 - SAC – Roman – (10 minutes)
 - SCC – Reed – (10 minutes)
5. Approval of TAG Minutes – October 5, 2023 (5 minutes) – **ACTION**– Gonzalez
6. Technology backlog process (10 minutes) – Howard
7. Technology Project listing, October 2023 (5 minutes) – Howard
8. District Council Minutes – October 2, 2023 (Informational Attachment)

Next TAG Committee Meeting: December 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.

RSCCD: CBT Project for Educational Master Plan Development Services – Project Timeline

October 2023 – March 2024 (Revised 10.03.23)

	Oct – Dec 2023			Jan – Feb 2024		Feb – Mar 2024		C B T P R O J E C T C O M P L E T E S 3/31/24 Final Report Due	Apr – June 2024 [RSCCD Work]
Phases	Phase I Planning Integration & Discovery Phase			Phase II Data Portfolio Development & Planning Assumptions		Phase III Goal-Setting & Next Steps Planning Draft Documents complete March 31			Participatory Governance Review <i>April-May</i> Board Approval June Production <ul style="list-style-type: none"> • Graphics • Photos • Digital & print docs
Activities	Oct	Nov	Dec	Jan	Feb	Mar		June-August	
<u>Activity 1</u> Enhanced Districtwide Integrated Planning								Develop Implementation & Monitoring Process	
<u>Activity 2</u> RSCCD Comprehensive Master Plan (CMP)				Goal Setting					
<u>Activity 3</u> District Services and Operations (DSO) Plan					Goal Setting	Final edits due 3/22		Plan Updates: <ul style="list-style-type: none"> • Facilities • Technology • Staffing 	
<u>Activity 4a</u> SAC Educational Master Plans (EMP)					Goal Setting	Final edits due 3/22		Plan “roll-out”	
<u>Activity 4b</u> SCC Educational Master Plans (EMP)					Goal Setting	Final edits due 3/22		Plan “roll-out”	

	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027	Spring 2028	Fall 2028	Spring 2029	Fall 2029	Spring 2030	Fall 2030	Spring 2031	Fall 2031	Spring 2032
District's Strategic Plan (SP)	Current plan extended		New plan in effect 24-32															
SAC's Educational Master Plan (EMP)	Current plan extended		New plan in effect 24-32															
SCC's Educational Master Plan (EMP)	Current plan extended		New plan in effect 24-28															
Districtwide Strategic Technology Plan (STP)	Current plan			Proposed plan extension	New plan in effect 25-29								New plan in effect 29-33					
SAC's Integrated Technology Plan (ITP)	Current plan		Proposed plan extension		New plan in effect 25-29								New plan in effect 29-33					
SCC's Technology Master Plan (TMP)	Current plan		Proposed plan extension		New plan in effect 25-29								New plan in effect 29-33					

**Validity period for District's new SP and College's EMPs based on current discussions.

**Release term for District's new SP and College's EMP based on current targets.

** Proposal is to align all technology plans, so that they go in effect one year after the District's new SP and College's EMPs go in effect.

** Proposal is to align validity period for all technology plans at half the validity period for District's new SP and College's EMPs.

Technology Advisory Group
Zoom Meeting (Invitation shared via Outlook)
2:30 p.m. – 4:00 p.m.

Meeting Minutes for October 5, 2023

Voting Members Present: Robert Bustamante, Jesse Gonzalez, Adam Morgan, Jimmy Nguyen, Sergio Rodriguez, Jason Sim, John Steffens, Michael Taylor, Pat Weekes, Guadalupe Roman Sanchez – SAC Student, Hayden Reed – SCC Student

Voting Members Absent:

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 2:34 PM.
1. TAG Accomplishments and Goals:
 - Review of 2022-2023 TAG Accomplishments: Mr. Gonzalez highlighted key accomplishments. For this period, we had the opportunity to approve both initiatives and goals of the Strategic Technology Plan for FY 2023-2024.
 - Approval of TAG goals for 2023-2024: Mr. Gonzalez went over each goal and laid out an action plan.
 - He shared that the district and colleges are in the process of updating both the comprehensive master plan for the district as well as the educational master plans for the colleges with the emphasis of aligning their planning cycles. Mr. Gonzalez stated that it is logical for all the committees like TAG to follow suit and synchronize our timeline for the STP.
 - Mr. Gonzalez called for a motion to approve the TAG goals for 2023-2024. A motion was made by Mr. Morgan, Mr. Rodriguez seconded and approved unanimously.
 2. Discussion on student Multi Factor Authentication, MFA: Mr. Clacken provided updates and announcements.
 - July 17th, 2023 – the MFA was successfully implemented for all employees accessing Office 365 off-campus.
 - MFA implementation for students, spring as target date: the same security measure is being proposed for the student body.
 - Mr. Clacken further explained that MFA can effectively address many security issues and improve our security and while MFA isn't a complete solution, it's a substantial enhancement to our cybersecurity procedures.
 - As of the latest data, we have 2,489 registered employees using MFA, and 722 students voluntarily utilizing it. These numbers demonstrate a positive trend toward improved security awareness.
 - Mr. Taylor raised concerns about the potential issues, first, when a staff member changed device (phone for instance) and second what students or faculty may face with multiple MFAs, particularly those studying or teaching at multiple campuses.

- Mr. Clacken noted that first, we have updated our documentation about this that can provide guidance and instructions. He provided the link to the documentation. Regarding the use of MFA and its impact on students taking classes or faculty working at different institutions, this should not hinder their ability to access their district email. Our district-provided email is not mandatory for students and most students have their personal email as the preferred email. It is worth noting that some of our sister districts and schools have already implemented MFA, and others are working towards it. Statewide initiatives are increasingly recommending its adoption.
 - Mr. Gonzalez cited the advantages and benefits of implementing MFA and the risks and weaknesses if we don't. Related discussions ensued.
 - Student representative: Mr. Reed volunteered to test MFA.
3. Cycle alignment for Strategic Technology Plans: Mr. Gonzalez provided some insights.
 - The district and the colleges are working with a consultant to update the district comprehensive master plan and educational master plan for SAC and SCC. The goal is to align all three plans in their cycle. Aiming to release in spring to the participatory governance and implement by fall 2024.
 - The districtwide technology plan is valid until 2024 which is aligned with the calendar year. SAC and SCC are aligned with the academic year. The proposal from the consultant is to update specific elements like the initiatives to current, until the time comes. Both SAC and SCC are on board to work cohesively as part of preparing for the new plan which may come into effect sometime in 2025. Some areas need clarity, and more information will be shared.
 4. First reading, updates to AR 3750.1, Data Governance: Mr. Gonzalez provided a brief background. The proposed changes included adding a statement to address cybersecurity incidents, leveraging existing data experts in case of security events, data custodians and minor corrections and clarifications. This will be presented for second reading and approval at the November TAG meeting.
 5. Updates on TAG recommendations:
 - Computer Replacement Plan: Mr. Gonzalez presented the recommendations previously created. He stated some of the items that are currently in progress but there are still those that are yet to be completed. As such, we need to restart the taskforce and perhaps someone within the taskforce will take the lead in coordinating with those responsible for executing the recommendations. It is important to note that the taskforce members were voting members. Mr. Gonzalves volunteered to work with the taskforce and ensuring that things are being executed. Mr. Gonzalez will schedule an offline discussion with Mr. Taylor and Mr. Gonzalves.
 - Student produced initiatives: Mr. Gonzalez asked Mr. Reed and Ms. Roman Sanchez to join the taskforce. The goal is to gather information and produce documentation to assist students.
 - Accessibility and data privacy: Mr. Gonzalez will reach out to the taskforce members and Mr. Mark Turner who is the most knowledgeable person in digital accessibility. We need to determine the next steps as there is a lot of work to be done.
 6. Technology Update – Colleges:
 - SACTAC: Mr. Steffens
 - Reviewed and adopted four goals for this year. SACTAC website has been updated.
 - Distance Education is looking to pilot the “You do it” software to handle accessibility needs and checks in Canvas.
 - Continuing Education updates on the Vietnamese and Spanish language website development.

- ITS presented the approved desktop and laptop standards being deployed in the Health Science building.
 - Student Information Support reported on the launch of the first Starfish kiosk system for the Career Center. Discussed the Cranium Café end of life by the end of the year and work involved with the system replacing it.
 - Mr. Steffens announced that Ocelot Chatbot system went live this week for A&R, Financial Aid, Counseling and Health Center. More system updates are being done.
- SCCTEC: Mr. James
 - Committee orientation. Reviewed mission, membership and responsibilities.
 - Discussion to start publishing the SCCTEC newsletter on a biannual basis.
 - Technology Resource request: Will start ranking in November for the next budget year.
 - SCCTEC is also looking at “You do it” software for accessibility scanners in Canvas. Mr. James shared that the Statewide Accessibility Center just purchased Pope Tech dashboard which is the preferred system. SCC plans to install this soon. He shared helpful information.
7. Student experience with technology:
- SAC: Ms. Roman Sanchez – no update.
 - Concerns about old information (classes from previous academic years) still showing up in Self Service: Mr. Howard was unable to gather feedback but will update the group when it becomes available.
 - SCC: Mr. Reed stated that he will present the MFA implementation for students to ASG meeting and will try to encourage other students to volunteer.
8. Approval of TAG Minutes – September 7, 2023
- Mr. Gonzalez called for a motion to approve the September 7, 2023, minutes. A motion was made by Mr. Bustamante, seconded by Mr. Nguyen and approved unanimously.
9. Technology Project Listing, September 2023: Mr. Gonzalez motioned to table the technology project listing, seconded by Mr. Reed and approved unanimously.

Informational Handouts

1. 2022-2023 TAG Accomplishments and TAG Goals for 2023-2024
2. Cycle Alignment for Strategic Technology Plans
3. AR 3750.1, Data Governance
4. Top 10 Technology Project Listing – September 2023

Next Meeting Reminder: November 2, 2023, via Zoom

Adjournment

The meeting was adjourned at 4:00 p.m.



Rancho Santiago Community College District District Council Meeting

MINUTES October 2, 2023

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Michael Taylor	Present
	Tyler Johnson	Absent
	Zina Edwards	Absent
	Ambar Nakagami	Present
	Raven Cantoran	Present
	Gabriel Lopez	Absent
Guests:	Adam O'Connor	
	Linda Melendez	
	Joe Melendez	
	Chi-Chung Keung	

1. Call to Order/Update

- a. The Chancellor convened the meeting via Zoom Conference at 1:32 p.m. and a roll call of attendees was taken.

2. Approval of Minutes

- a. It was moved by Mr. Beyersdorf, seconded by Ms. Coyne and carried unanimously to approve the minutes of the August 28, 2023 meeting.

Dr. Nery joined the meeting at this time.

3. Approval of Reorganization
 - a. It was moved by Mr. Rutan, seconded by Mr. Perez and carried unanimously to approve Reorg #1345 v2.
4. Approval of Administrative Regulations
 - a. AR 3720 Information Resources Acceptable Use - It was moved by Ms. Evett, seconded by Mr. Beyersdorf and carried unanimously to approve revisions to AR 3720 as recommended by the Technology Advisory Committee.
 - b. AR 6150 Designation of Authorized Signatures – It was moved by Ms. Ingram, seconded by Mr. Winter and carried unanimously to approve revisions to AR 6150 as presented.
 - c. AR 6520 Security for District Property – It was moved by Ms. Ingram, seconded by Ms. Evett and carried unanimously to approve revisions to AR 6520 as presented.
5. Committee Reports
 - a. Planning and Organizational Effectiveness Committee (POEC)
Vice Chancellor Perez reported that the September 27 meeting was cancelled because the item to be discussed was not ready for review. The item will be discussed at the October 25 meeting.
 - b. Human Resources Committee (HRC)
Asst. Vice Chancellor Winter reported on the September 13 meeting. The next meeting will be held on October 11.
 - c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the September 20 meeting. The next meeting will be held on October 18.
 - d. Physical Resources Committee (PRC)
Ms. Ingram reported on the September 6 meeting. The October 4 meeting will be conducted via email.
 - e. Technology Advisory Group (TAG)
Asst. Vice Chancellor Gonzalez reported on the September 7 meeting. The next meeting will be held on October 5.
6. Constituent Representative Reports
 - a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
 - b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate activities.
 - c. CSEA: No report.
 - d. Student Government/SAC: Ms. Cantoran reported on SAC ASG activities.
 - e. Student Government/SCC: No report.

Next Meeting:	The next meeting will be held on Monday, November 6, 2023
Meeting Adjourned:	2:13 p.m.
Approved:	November 6, 2023

DRAFT