# Technology Advisory Group

Executive Conference Room – District Office, Room 114

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for April 4, 2019**

**Members Present:** Tammy Cottrell, Jorge Forero, Jesse Gonzalez, Susan Hoang, Dean Hopkins, Scott James, Cherylee Kushida, Mary Mettler, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Pat Weekes, Garradan Simmons - SCC Student

**Members Absent:** Jim Kennedy, Daniel Oase, Amy Styffe, Estefania Perez – SAC

**Guest:** Stuart Davis

**Discussion**

1. Call to Order
   * Meeting called to order at 2:30 p.m.
2. ADA Compliance Self Evaluation Analysis

* Mr. Gonzalez shared an informational item discussed at SACTAC regarding ADA compliance as part of a districtwide effort to evaluate accessibility throughout the district.
* The district in conjunction with DSPS and multiple other divisions at the campuses, partnered with a consulting company to evaluate accessibility districtwide and submitted a 400+ page report and appendices as a result of their analysis. This report was mostly focused on section 504 compliance.
* There are two main regulations to take into account when it comes to ADA Compliance:
  + Section 504 – accessibility of facilities, office furniture, equipment for people with disabilities. Compliance can be accommodated when required, which is helpful.
  + Section 508 – Covers electronic access, including, but not limited to, software or systems. ADA compliance under this section is required from the beginning, upon development or procurement. Possess various challenges as most software are not fully accessible; the rapid pace of technology changes in the industry aggravates the problem.
* Mr. Gonzalez is in-charge of obtaining VPAT (Voluntary Product Accessibility Template) information for the district for every technology purchase. This is a self-disclosing document produced by the vendor regarding accessibility of a particular product or software.
* As a governance group, it is crucial for TAG to have a high level of awareness regarding accessibility requirements. Being mindful of ADA compliance factors when making technology recommendations or at the planning stage of a project is imperative.
* In addition, all district websites, webpages as well as documents being published within our websites must meet accessibility standards.
* Mr. Gonzalez went over some of the excerpts of the report. He will research on the status of where the district stands related to the consultant’s recommendations.
* Discussions ensued.

1. Districtwide Technology Planning Framework Update

* Mr. Gonzalez provided a draft document showing the progress made so far in technology planning through interactions with representatives from SAC, SCC and the district office. He developed and discussed key points. He expounded on the strategic alignment of the framework themes, goals and initiatives. He also, noted the strategic alignment with the institutional mission and goals from both the district and the colleges as well as the emphasis placed on accreditation standards.
* Upon approval from TAG and if no further feedback is received, the Master Technology Plan will be updated in accordance with the newly developed goals and strategic themes along with SAC and SCC Technology Plans in order to be fully aligned districtwide.
* Although the plans will share common strategic themes and goals, initiatives under each goal may vary based on the needs of each college. The master technology plan will capture districtwide initiatives. All initiatives will lead to projects, which will be conducted and tracked as part of day to day operations.
* Our strategic framework is very similar to San Jose Evergreen CCD (SJECCD) as we seem to have the same challenges and goals.
* Mr. Gonzalez instructed the group on how to access the Microsoft Teams site created for TAG, which contains all the documentation used so far to come up with the strategic themes and framework proposed for technology planning.

1. Technology Update – Colleges

SAC – J. Steffens

* All Career and Academic Pathways (CAPs) projects will be live Fall 2020.
* Mr. Steffens provided an overview of the technical project roadmap for Guided Pathways. The group discussed how this translates with the technology plan on a strategic standpoint. Concerns with Web publishing regarding responsive design were brought up.
  + Completion Team Support – will evaluate and determine what type of support it will require. Potentially lean towards adopting a student success system.
  + Starfish – has four components: Early Alert, Case Management Advising, Predictive Analytics & Degree Planner.
* Research department has recently endorsed the product for its robust Predictive Analytics. Starfish director will provide a presentation on April 17, 2019.
* Will also reach out to Early Alert taskforce and Completion team to make their recommendation as well.
* Will be presented at SACTAC for recommendation since SAC plans to move forward with Starfish.
* Cranium Café for Student HelpDesk – delayed due to staff training issue.
* Comevo Self-Guided Placement – conversation has been initiated.

SCC – S. Rodriguez

* Guided Pathways – currently in the planning stage
* Multiple Measures – went live April 2019. Automating process in the works with other systems such as Comevo; extra module might be necessary.
* SCC HelpDesk – received minimal funding of 8K. Will find less costly alternative resources to stretch the budget and also reach out to SAC for assistance with their HelpDesk knowledge-base.
* Elumen – went live and working on planning aids and SLO’s.
* PC & A/V Replacement – estimated 800K worth of PC replacements. Conversation has started. Outdated/old A/V equipment has surfaced into a major issue as it’s severely affecting the instruction side.
* Student technology fee – not an option but a necessity and will bring to Cabinet’s attention.

1. Approval of TAG Minutes – March 7, 2019

* Mr. Gonzalez called for a motion to approve the TAG Minutes of March 7, 2019 meeting. A motion to approve the minutes was made by, Mr. Oropeza seconded by Mr. Simmons. Mr. Forero and Ms. Mettler abstained as they were not present at the last TAG meeting.

**Informational Handouts**

* DSPS ADA Self-Evaluation Analysis for ICT
* Technology Planning Structure
* Technical Project Roadmap for Guided Pathways
* CCC Guided Pathways Essential Practices

**Next Meeting Reminder: May 2, 2019; Board Room (DIST-107)**

**Adjournment**

The meeting was adjourned at 3:56 p.m.