# Technology Advisory Group

Board Room – District Office, Room 102

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for February 6, 2020**

**Voting Members Present:** Robert Bustamante, Mary Mettler, Stuart Davis (As Alternate for Jesse Gonzalez)

**Voting Members Absent:** Tammy Cottrell, Jesse Gonzalez, Sergio Rodriguez, John Steffens, Pat Weekes, Susan Hoang

**Supporting Members:** Scott James, Dane Clacken, Jorge Forero, Michael Hoang, Daniel Oase,

**Discussion**

1. Call to Order
   * Meeting was called to order by Mr. Davis at 2:34 p.m.
2. Approval of Updated Districtwide Technology Plan – There was no quorum at the meeting, so this will be brought back to the March 5th meeting.
3. Technology Update – Colleges

SCC – S. Rodriguez

* Mr. Davis reported on Mr. Rodriguez behalf. SCC conducted a demo presentation of Self-Service at the January Dean’s meeting and received positive feedback. Suggestions were made:
  + Attendance default to “Present” until a faculty member makes a change.
  + “Add Button” next to a waitlisted student as an option to faculty.
  + Mr. Rodriguez also has a scheduled presentation for the Academic Senate at their February meeting and other future demos will be provided for Student Equity, Enrollment Management Committee, SCCTEC and Distance Ed Committee.
  + Mr. James inquired if a decision has been regarding Self-Service name branding. Mr. Davis shared that according to Mary Law from Publications, the name Campus Connect seems to have the most buy-in so far. She is waiting to hear from Dr. Marilyn Flores and Dr. Jeff Lamb for additional comments or suggestions. She will also schedule a meeting with Mr. Davis to discuss colors and branding across Self-Service.
  + Mr. James reported that further use of NameCoach is no longer provided at no cost in Canvas but according to Mr. Davis, this may become a district purchase since SAC Distance Ed is interested in retaining the use of the software.
  + Personal pronoun software has been released by Canvas. Mr. James would like to coordinate with ITS to enable this in Canvas. According to Mr. Davis, this is already available in the Self-Service and has been enabled in Production and Test environments (Student Option menu). The student has the ability to choose gender identity, personal pronoun and chosen name. Mr. Davis will coordinate with his staff to look into an opportunity of feeding the data from Self-Service to Canvas. This topic will be shared with the Self-Service workgroup as an action item.
  + Mr. Bustamante shared that PermissionClick software trial period has ended. The free version has very limited features and functionalities. SCC would like to continue using the full version for its many benefits. Mr. Davis will follow up with Risk Management regarding status of the license purchase. Will share with Mr. Gonzalez for detailed discussion at the next TAG meeting.

1. Follow up on pending business – Mr. Stuart announced that the following items are up for the group’s review and will potentially move forward as action items at the next meeting if there are no objections or changes.
   * TAG membership and responsibilities – Mr. James and Ms. Mettler requested some changes.
     + Provide more clarity in the faculty positions area; take out Distance Education Coordinator information. Mr. Stuart will share the requested changes to Mr. Gonzalez and draft an updated “Proposed” version.
   * Task force to assess funding process for computer replacements – Mr. Davis shared link to College Computer Replacement Task Force Membership form. This form is a polling process to see who’s interested in participating in this taskforce. The membership request form may be distributed initially to staff who directly deal with technology. The group agreed to move this item forward as an action item at the next meeting.
2. Updated districtwide desktop/laptop standards: There was no quorum at the meeting, so this will be brought back to the March 5th meeting.
3. Approval of TAG Minutes – December 5, 2019: There was no quorum at the meeting, so this will be brought back to the March 5th meeting.
4. Other

* Districtwide Intranet – Mr. Forero reported that an institutional need has been brought up to their attention to develop a centralized districtwide intranet. This is an internet site for internal use by staff and faculty. An effort to put together a taskforce has been initiated.

**Informational Handouts**

* Link to “Current” and “Proposed” TAG Committee, Responsibilities and Membership
* Link to “College Computer Replacement Task Force Membership”
* Districtwide desktop/laptop standards

**Next Meeting Reminder: March 5, 2020; Board Room (DIST-107)**

**Adjournment**

The meeting was adjourned at 3:05 p.m.