# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

3:00 p.m. – 4:30 p.m.

**Meeting Minutes for April 13, 2022**

**Voting Members Present:** Robert Bustamante, Tammy Cottrell, Jesse Gonzalez, Scott James, Adam Morgan, Tara Kubicka-Miller, John Steffens, Pat Weekes, Ryan Felix – SCC Student, Alfredo Orozco – SAC Student

**Voting Members Absent:** Sergio Rodriguez

**Supporting Members:** Dane Clacken, Marvin Gabut, Ron Gonzalves, Adam Howard

**Guest:** Mark Turner

**Discussion**

Call to Order

* + The meeting was called to order by Mr. Gonzalez at 3:01 PM.
1. Districtwide accessibility taskforce.
* Mr. Gonzalez invited Mr. Turner to provide valuable insights on this topic. He is well-versed in accessibility and an excellent district resource. As a reminder, this topic was discussed extensively at previous TAG meetings; we have discussed the significant need to establish policies as well as forming a districtwide accessibility taskforce under TAG. The taskforce will discuss and execute the district accessibility needs which will meet on a regular cadence separate from TAG meetings. According to Mr. Turner, SACTAC has an accessibility workgroup.
* Mr. Turner and Mr. Gonzalez agreed that members should come from various areas such as PIO at both colleges, including executive leadership, faculty, and procurement and facilities so that we have a robust representation and are more effective in developing a sustainable accessibility initiative.
* Mr. Gonzalez stated that this may need to be an actual formal committee (whether or not under TAG) under an existing governance process so that it will abide by the same compliance.
* Current volunteers are Jesse Gonzalez, Ron Gonzalves, Scott James, Marvin Gabut, Mark Turner.
* Mr. Gonzalez will reach out to the campus VPs and PIOs.

1. Technology initiatives for FY23-24 first reading. This report is updated bi-annually in February and August/September timeframe. Mr. Gonzalez shared the list for evaluation of items to keep and remove. Discussion of specific details and logic of some of the initiatives for better clarity and proposed necessary edits. The group agreed to move away from using “Pandemic” and focus more on using online /distance education for relevance. Mr. Gonzalez asked the group to reach out to each constituency for additional feedback.
2. ChatGPT and institutional impact. Mr. Gonzalez provided a brief perspective. He also shared that the Chancellor during the last District Council meeting requested TAG to agendize this for an in-depth discussion. This tool is an artificial intelligence technology like Alexa, Siri or Google but with a much higher level of intelligence.
* Mr. Gonzalez stated that there are concerns from authenticity and potential plagiarism perspective relating to academic work. We currently have no policy in place defining acceptable use of AI technology.
* Mr. James shared that SCC is currently conducting policy updates in various areas like the college catalogue so this will be an opportunity to incorporate AI related policies. The TIDE (Technology Innovation and Distance Education) formerly known as Distance Ed committee recently submitted recommendations to Curriculum committee, their AI related changes specific to academic honesty policy.
* Mr. James stated that faculty has started using AI detectors to detect students using AI on their class work. We need to create a FERPA statement that defines the district’s intention of enforcing the use of AI detectors, our responsibilities and importance of protecting student data.
* Mr. James shared and read the recently updated SCC academic honesty policy; he will research if this covers noncredit instruction. Mr. James also shared that Turnitin, our plagiarism software, just released their AI detector that provides an originality and AI scores.
* Several comments highlighting the downside and benefit of ChatGPT and the use of AI detectors were shared. Also discussed if there are directives, RSCCD legal obligations, and whether the acceptable use of these tools may be an individual judgement/decision of each faculty. Major concerns in terms of how to pursue student discipline.
* Mr. James shared the website link to theaicampus.com which was recently launched by the office of Distance Education. This is a website resource on effective and ethical use of AI in education.
* Mr. Gonzalez requested that Mr. Felix share the resolution drafted by the SCC Academic Senate related to ChatGPT.
* Establishing institutional policy: Mr. Gonzalez urged the importance of establishing policies on the use of AI technology, whether this should occur at the college level or districtwide effort.
1. Technology Update: College
* SACTAC Mr. Steffens provided updates.
* Action item at SACTAC: Proposal from Dr. Maria Dela Cruz for 200 Digital Don’s computers in the amount of $160K. This will be recommended for funding to SAC Planning and Budget.
* First read of changes and changes to the integrated technology plan.
* Reports from various departments:
* ASG requested additional library hours.
* Mr. Steffens department provided updates on Simplicity (career management system) implementation and logistical needs of the new Regroup 2.0 that we use for mass communication.
* Distance Ed reported on their initiative to collect more information for DTC and their search for a replacement for their current digital badging system.
* Noncredit. Survey on faculty needs specifically those teaching distance Ed and noncredit. Mr. Jose Vargas brought up a concern that the equipment standards for faculty teaching online are inadequate. Requesting that this be part of future TAG request at future meetings.
* SCCTEC: Mr. James provided updates.
* TIDE is taking over innovative technologies like ZTC and Chat GPT. They are also a subcommittee of Curriculum and Instruction Council.
* Technology committee changes: Student equity as their focused responsibility and make recommendations for professional development. Subcommittee of Planning and Institutional Effectiveness committee.
* Discussed Mac standards and challenges with installation. SCC plans to participate in reviewing the new Mac standards when it becomes available.
* Discussed funding source of online education software like NameCoach and logistics involved.
* ChatGPT and AI tools. Mr. James is conducting a workshop and invites those who are interested to join.
1. Student experience with technology:
* SCC: Mr. Felix – no update
* SAC: Mr. Orozco – no update
1. Approval of TAG Minutes – March 2, 2023
* Mr. Gonzalez called for a motion to approve the March 2, 2023, minutes. A motion was made by Mr. Bustamante seconded by Mr. Morgan. Mr. Steffens abstained. Motion passed.
1. Use of BoardDocs for TAG: Mr. Gonzalez announced that TAG will start using BoardDocs this fall. There were no concerns or questions from the committee.
2. Technology Project Listing, March 2023. Mr. Howard referenced on the project trends over the course of 6 months.
* RG542 Visualization for Chancellor: Still on hold. Current progress has been presented to stakeholders and awaiting feedback.
* SCFF EPIC: On Hold. The team is still working to bring the homegrown 320 reporting into Colleague. Will leverage on the delivered functionality once finalized.
* Self Service Implementation (EPIC): Implementation was completed in January. The regular workgroup cadence now reduced to once a month. We created a dropped notification feature for students. Other updates such as VTEA survey and Financial Aid related tools are in progress.
* Abandoned CCCApply applications: Consists of two subprojects. Outreach to students who started an application but have not registered for classes. The second part is still in progress to develop a tool to reach out to students who started but not completed or submitted their application in CCCApply.
* Symplicity Career Services Management Implementation: This project has been implemented and the colleges have gone live. Holding off for a little longer for feedback on the data integration that ITS developed.
* 2022-2023 P1 Colleague 320 implementation: Testing of the reports is still ongoing to ensure the correct numbers are being calculated for certain class types (noncredit, independent daily/weekly) match what is produced from in-house reports.
* Starfish Implementation EPIC: No new updates.
* Regroup 2.0 Integration: A text messaging platform. Data load has been completed and still waiting for feedback.
* Employee demographic (ED) data collection and storage implementation (EPIC): Data collection for Board Report on diversity. The report is now available and is pending feedback from P&C.
* CVC Implementation Phase 2 EPIC: Wrapping up. Testing automation of MIS required fields coming from home college applications. Looking to be completed soon.

**Informational Handouts**

1. Technology initiatives for FY23-24
2. Top 10 Technology Project Listing - March

**Next Meeting Reminder: May 4, 2023, via Zoom**

**Adjournment**

The meeting was adjourned at 4:41 p.m.