

Rancho Santiago Community College District

District Office

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Technology Advisory Group

Meeting of: Thursday, November 3, 2011 – 2:30 p.m.

Orange Education Center, Room 146

Meeting Minutes for November 3, 2011

Members Present: Curtis Childress, Dean Hopkins, Cherylee Kushida, Sylvia LeTourneau, Joe Pacino, Narges Rabii, Randy Scott, Sergio Sotelo, George Sweeney, Jose Vargas, John Weispenning

Members Absent: Raymond Hicks, Scott James, Becky Miller, Aracely Mora, Nicholas Quach, Linda Rose, Cynthia Swift

Guests Present: Tammy Cottrell, Allen Dooley, Roy Shahbazian

Approval of Minutes from October 6, 2011 Meeting

The minutes from the October 6, 2011 TAG meeting were approved unanimously.

Discussion

- Review Membership
 - It was suggested at the October meeting that the membership should be six each at SAC, SCC and DOC, with an additional representative from CEC and OEC. Committee members were to take the proposal back to the respective TAC committees for discussion.
 - Some specific committee members such as Purchasing, Research, and Grants representatives were discussed.
- Tablet Policy
 - The final revision is being worked on and will be sent to the Committee for approval via Email prior to the December meeting.
- TAG Meeting Schedule
 - The TAG Meeting location has been revised. The TAG Meetings will be held at the District Office (Board Room and Executive Conference Room) starting with the January 2012 meeting.
- TurnItIn.Com
 - A year and a half license will be purchased in January, then annually after that. The reason for the year and a half license is to synchronize the expiration of the license with the fiscal year end. Once the expiration is synchronized, the license renewal will be annual.
- Future Technology
 - The Strategic Technology Plan format was discussed. The STP will be divided into three (3) sections: the Strategic Technology Plan (the actual plan), Instructional Technology, and Operations (e.g. Projects, Equipment, Maintenance, Disaster Recovery, etc. – how to keep it funded and functioning).
 - The focus should be “sustain, competitive, classroom.”
 - It was suggested that there be a paragraph on staffing and that it should not be completely removed from the plan.

- SAC / SCC Technology Plans should be feeding into the instructional section, as well as grants, survey information, portfolios, and TAC Goals.
- Virtualization, Cloud Computing, and Mobile Access should be further explored and highlighted.
- The District has started using SharePoint, but has not developed and used it to its full potential.
 - It has been difficult to get the necessary data collected and communicated to evaluate.
 - It was suggested to use Web Advisor to help gather evaluative information (e.g. ask students why they are dropping a class, etc.).
 - There needs to be consistency in the data where each location collects the same data the same way.
- SAC TAC is focusing on digital asset management and sharing capabilities.
- The STP should reflect what the District did, what the District is doing, and what the District's vision is for the future or what the District wants to do.
 - SAC and SCC will remain separated in the STP, there will not be a combined section.
- Disaster Recovery
 - All servers and hardware have been installed, and the virtualization of the existing servers has been completed.
- Wireless Project
 - The SAC Wireless Project contracts are going to the Board for approval on November 14th.
 - The remaining District Locations are scheduled for 2012/13.
- RSCCD Remote Access
 - The remote access will be replaced and upgraded (<http://remote.rsccd.edu>)
- Outlook
 - Upgrade to Outlook 2010 is scheduled to be completed by Summer 2011.
- Datatel SQL Migration
 - The backend Datatel data base is being migrated from Oracle to SQL.
- General Committee Member Updates:
 - There were no general committee updates

Information

- No information was distributed.

Action Items

- TAG Committee members are to take back the membership proposal (six representatives from each site plus CEC and OEC) to their respective TAC Committees for discussion.
- The final draft of the District Table Policy will be Emailed to the Committee for approval prior to the December meeting. The approvals will be submitted via Email.

Meeting Schedule

2011-12 TAG Meeting Schedule

Thursday, December 1, 2011	2:30 – 4:00 pm	OEC 146
Thursday, January 5, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, February 2, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, March 1, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, April 5, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, May 3, 2012	2:30 – 4:00 pm	Board Room (Dist 107)
Thursday, June 7, 2012	2:30 – 4:00 pm	Executive Conference Room (Dist 114)
Thursday, July 12, 2012	2:30 – 4:00 pm	Executive Conference Room (Dist 114)

Thursday, August 2, 2012

2:30 – 4:00 pm

Executive Conference Room (Dist 114)

Adjournment

Ms. LeTourneau adjourned the meeting at 3:32 pm.