Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, May 3, 2018 – 2:30 p.m.

Board Room, District Office - Room 107

**Meeting Minutes for May 3, 2018**

**Members Present:** Jesse Gonzalez, Dean Hopkins, Scott James, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Alfonso Oropeza, Sergio Rodriguez, John Steffens, Mike Taylor, Pat Weekes

**Members Absent:** Andy Ramirez - SAC Student, SCC Student, Archana Bhandari, Tammy Cottrell, Daniel Oase

**Guest:** Stuart Davis, Melissa Utsuki

**Discussion**

* **Call to Order**
	+ Meeting called to order at 2:30 p.m.
* **Approval of minutes**
	+ The minutes from the April 12, 2018 meeting were approved.
* **Establishing District Standards for Technology Projects** – if SAC and SCC choose different products or approaches, then we can’t be efficient with ITS resources
	+ Text Messaging
		- SAC – Regroup
		- SCC – Campus Cast
	+ Multiple Measure
		- SAC – Placement Test Scores TSUM
		- SCC – Manual Pre-requisite Waivers
	+ Curriculum Management
		- SAC – CurricuNet Meta
		- SCC – CurricuNet, will assess eLumen Curriculum if eLumen is chosen for SLO’s.
	+ Orientation
		- SAC – Dropping Cynosure
		- SCC – Cynosure
	+ Virtual (online) Counseling
		- SAC – Currently investigating vendors
		- SCC – Cranium Cafe (Part of OEI Initiative – not intended to be used for all courses).
	+ Campus Research Departments
		- SAC – Tableau, Alteryx, SPSS
		- SCC – MS Access, Power BI Server, SharePoint, SPSS
		- District – Alteryx, SPSS
* Library
	+ SAC – CCC Library Initiative
	+ SCC – CCC Library Initiative
* Vend Printing
	+ SAC – Pharos
	+ SCC – GoPrint
* SLO’s
	+ - SAC – Nuventive Tracdat - tool is not being used to its full potential, might use SCC’s assessment result as the next product to evaluate.
		- SCC – Nuventive Tracdat vs. eLumen – currently assessing eLumen.
* Early Alert
	+ - SAC – ?
		- SCC – In-house ITS developed – not assessing other software
* **Consider having an update on technology projects from SAC & SCC from John and Sergio as an ongoing TAG agenda item?**
* Is there value to having an ongoing communication especially when new things are coming down the pike?
* Participants available when demo opportunities come up.
* By sharing information, both campuses will be better guided when technology needs arise.
* SACTAC recognizes that their reporting process can be improved. John S. (Project Manager) will likely serve as a liaison between SACTAC & TAG.
* SCCTEC for the most part, has no involvement with technology purchases nor implementation at SCC since those purchases are mostly grant funded.
* Jim K. reemphasized that there needs to be a better coordination at the campus level, SACTAC, SCCTEC & TAG and form a joint task force and feasibly, establish shared recommendations or standards.
* How can we bring awareness district wide of the available resources if or when we set something in place?
* Further discussed Curriculum Management, Orientation, Multiple Measure & SLO’s with regards to platform choice for those categories, efficiency of one over the other, enhanced features, compatibility with our current system(s), gap analysis.
* **Mass mailing/email marketing best practices by Jesse G.**
* Discussed “Can Spam Act of 2003” handout and elaborated on what requirements to abide by when sending mass email/email marketing.
* Regulations are harder to enforce against spammers as most of them are out of the country.
* Mail Chimp is a better solution to use than mail merge via Outlook.
* Looking into better anti-spam solution/tool with or better throttling capability.
* Cybersecurity update focused on training – information will not be shared for security purposes.
* **Other:**
* **2018-2019 TAG Meeting Schedule - 2:30 – 4:00 in the Board Room, (District Office - Room 107)**

Thursday, September 6, 2018

Thursday, October 4, 2018

Thursday, November 1, 2018

Thursday, December 6, 2018

Thursday, February 14, 2019

Thursday, March 7, 2019

Thursday, April 4, 2019

Thursday, May 2, 2019

* **Resolution F16-02 from SAC Academic Senate** – Jim conveyed what the resolution entails for clarification purposes that SAC will in fact receive any potential savings incurred by the district resulting from the Canvas ILP and Blackboard Archive Learning system conversion. SAC plans to use the funds for the betterment of their online educational offerings. Lee concurred, stating that as funds become available, will be split 70/30 between SAC & SCC respectively.
* Scott James reported that he frequently receives calls from SCC & OEC students on Office 365 issues and if this can be discussed in future meetings to get proper guidance. But with limited IT resources, Lee suggested that the conversation needs to take place locally at SCC.

**Information Distributed**

* Can Spam Act of 2003
* 2018-2019 Tentative TAG Meeting Schedule
* Resolution F16-02 from SAC Academic Senate

**Next Meeting: September 6, 2018**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Lee adjourned the meeting at 4:15 p.m.