# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for April 14, 2022**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Scott James, Cherylee Kushida, Adam Morgan, Sergio Rodriguez, Pat Weekes, Jacob Bereskin – SCC Student

**Voting Members Absent:** Tammy Cottrell, John Steffens, Angel Michael – SAC Student

**Supporting Members:** Thurman Brown, Dane Clacken, Jorge Forero, Adam Howard, Tara Kubicka-Miller

**Guests:** Annebelle Nery,Mark Turner

**Discussion**

1. Call to Order
   * Meeting was called to order by Mr. Gonzalez at 2:31 PM.
2. Technology initiatives for next Fiscal Year first reading.
   * + - Mr. Gonzalez conducted the first reading and overview of what’s being proposed to keep and remove from the 2022-2023 list. He expressed that he is very pleased to see initiatives proposed directly by students being added for the first time. The group provided feedback and brought up several projects to verify if they are considered new initiatives or fall under existing initiatives. Mr. Gonzalez asked the group to consult with their constituencies for further feedback since we plan to bring this for approval in the May TAG meeting.
3. AR 3720 Information Resource Use updates first reading. Mr. Gonzalez provided updates and shared the markup version of the document.

* AR 3720 is about information resources acceptable use of technology which is applicable to students, faculty, staff and anyone who uses district technology resources. The current version does not provide enough guidance on proper use of technology, hence the need for an update.
* The majority of the language changes took place through the guidance of the League of California Community Colleges (subscription by the district), which partners with the law firm Liebert Cassidy Whitmore to vet and recommend required Board Policies and Administrative Regulations. The language also came from the California Community Colleges Information Security Center guidelines and templates for administrative regulations/policies.
* Overview of all the components. The group provided feedback regarding the electronic email messaging application and district supported technology. Discussions further ensued on several concerns including access on personal mobile devices via Exchange server.
* Mr. Gonzalez will make revisions based on the feedback received and asked the group to consult with their constituencies or reach out to him for additional changes.
* Recommendation for approval will occur in the May meeting.

1. Technology Update – College
   * SACTAC: Mr. Morgan shared the Mediation for 2022-2023 presented at SACTAC. SACTAC unanimously approved the motion to recommend the funding request of $285K to Planning & Budget. The Integrated Technology Plan was presented for informational purposes at this time and no action was taken. Plan to share details of the Technology Plan upon approval.
   * SECTEC Mr. Rodriguez shared that SCC will be assessing the retention alert product available in Colleague if it’s an alternative to Starfish.
2. Student experience with technology:

* SAC Student – Angel Michael was not present to provide update.
* SCC Student – Jacob Bereskin:
* Mr. Bereskin Mr. Bereskin shared the discussion that took place on his one on one with faculty. They requested if a representative from TAG can attend the May 19th ASG meeting to conduct Teams presentation. Mr. Gonzalez welcomed the recommendation and will have an offline discussion on scheduling.

1. Adoption of Accessibility Statement first reading: Mr. Gonzalez presented the first reading. The accessibility statement was modeled after the SACTAC and SCCTEC Accessibility Statements which was presented at previous TAG meeting. After approval in the May TAG meeting, Mr. Gonzalez plans to present to District Council to ensure we achieve districtwide support. Thereafter, we will coordinate execution and address the findings and disparities.

1. Accessibility and Data Privacy recommendations first reading: Mr. Gonzalez provided a brief background on how this effort was initiated and as a result, a taskforce was formed. The taskforce has been meeting bi-weekly.

* Establishing a proper workflow was the first recommendation which is currently a gap.
* Mr. Gonzalez, Mr. Turner and Ms. Kushida spoke on the process that took place. It was noted that this is a good starting point for strengthening our scope and approach.
* Mr. Brown shared information received during an accessibility session at CISOA conference he attended.
* As a subject matter expert on accessibility, Mr. Turner spoke on several critical areas. Section 508 is agnostic with respect to how technology is obtained or being used in our institution. The moment we adopt a product or service, we inherit the burden of addressing, through accommodation, accessibility gaps. Mr. Turner offered to discuss on Section 508 further as required.
* Mr. Gonzalez strongly recommends sharing this with constituencies and be ready to be recommended for approval in the May TAG meeting.

1. Approval of TAG Minutes – March 3, 2022

* Mr. Gonzalez called for a motion to approve the March 3, 2022. A motion to approve the minutes was made by Mr. Bustamante, seconded by Mr. Bereskin and approved unanimously.

1. Technology Project Listing, February 2022. Mr. Howard provided an overview.

* SCFF (EPIC): In progress: Redefining how FTES is being calculated. ITS is working on generating the first report so we can validate the data.
* COVID-19 Vaccine Requirement for Students (EPIC): Assigned. Still working with our vendor in getting pricing information on pandemic management packages.
* Vaccine Status – EHIN Report: Completed and in production March 28.
* CCCApply Noncredit (EPIC): In progress. To schedule noncredit A& R staff training on CCCApply admin interface and Colleague admissions processing, to be coordinated with the college credit staff. Target completion by the end of spring semester.
* Starfish Implementation (EPIC): Cap 7 Cohort to exclude Fire & Criminal Justice in UAT; identifying students that are near completers - working on validating the results.
* Comevo-to-Colleague import file: Comevo API configuration has been setup and working on the system integration to pull data to TSUM in Colleague.
* CVC Implementation Phase 2 (EPIC): Scheduled to meet with the Chancellor’s Cabinet on April 25th.

**Informational Handouts**

1. 2022-2023 Technology Initiatives Draft
2. AR 3720 Information Resource Use Draft
3. Accessibility Statement
4. Accessibility and Data Privacy Draft
5. Top 10 Technology Project Listing - March

**Next Meeting Reminder: May 5, 2022 via Zoom**

**Adjournment**

The meeting was adjourned at 4:00 p.m.