# Technology Advisory Group

Zoom Meeting (Invitation shared via Outlook)

2:30 p.m. – 4:00 p.m.

**Meeting Minutes for September 1, 2022**

**Voting Members Present:** Robert Bustamante, Jesse Gonzalez, Scott James, Adam Morgan, Sergio Rodriguez, John Steffens, Pat Weekes

**Voting Members Absent:** Tammy Cottrell, Nicholas Quach, Alfredo Orozco – SAC Student

**Supporting Members:** Tara Kubicka-Miller, Derrick Chan, Dane Clacken, Adam Howard, Ron Gonzalves

**Discussion**

1. Call to Order
   * Meeting was called to order by Mr. Gonzalez at 2:31 PM.
2. TAG introductions, membership, responsibilities, and purpose. Mr. Gonzalez called the motion to move this agenda item to #2. A motion to approve was made by Ms. Kubicka-Miller and seconded by Mr. Bustamante. Mr. Rodriguez abstained. The motion passed.
   * + - Welcome by Mr. Gonzalez and introduction by each member. Adam Morgan from SAC is the faculty co-chair for FY 2022-2023.
       - Mr. Gonzalez provided a brief overview of the membership, responsibilities, and purpose.
3. ITS Annual Report

* Mr. Gonzalez provided a general summary of the report. The report illustrates how projects tie in with the districtwide initiatives from the Strategic Technology Plan and in accordance with accreditation standards. The report is regularly presented to TAG and TOW mid and end of year.
* Mr. Gonzalez shared the benefits of the Media teams being part of ITS.
* The report highlighted the top ten initiatives per the number of projects completed and how projects are prioritized and executed within the operational teams: Infrastructure, Applications, Web, Helpdesk, SAC and SCC. These areas are divided between four ITS directors. Mr. Gonzalez always described each area by using the “house” analogy to establish visual perspective and understanding.
  + The top 3 initiatives per number of completed projects are: Utilize Software Replacement Cycles, Improve Efficiency & Improve Data Quality.
  + There is a total of 648 completed projects (lengthier process) and 15,601 total tickets closed (break/fix issues). The directors reported on the completed projects and the different roles and responsibilities of their designated areas:
  + Enterprise Applications: Adam Howard – (193 projects completed)
  + Infrastructure and Security: Dane Clacken – (223 projects completed)
  + Web: Derrick Chan – (46 projects completed)
  + Helpdesk: Dane Clacken– (37 projects completed)
  + SAC Academic Support: Thurman Brown/Ron Gonzalves – (64 projects completed)
  + SCC Academic Support: Thurman Brown/Derrick Chan – (85 projects completed)

Mr. Steffens asked about the license renewal status with Mackey Creative Lab (vendor for Career Snapshot). It was confirmed by Mr. Chan that the renewal process is the works.

1. Technology Update – College
   * SACTAC: Mr. Steffens provided the following updates.

* Reviewed and updated SACTAC membership.
* The recommendation passed to restructure SACTAC. Dr. Nery made the recommendation that SACTAC to report to College Council instead of Planning and Budget. It will be brought to Planning and Budget for consideration.
* Evaluated last year’s SACTAC goals and accomplishments. Two fully completed and two partially completed.
* Distance Education shared the progress on the CVC/OEI course exchange and update on the local course review process which is part of the California Virtual Campus initiative (CVC). The CVC implementation is still ongoing. They are working to support noncredit students and recruitment of online teachers.
* ITS provided a status on the A/V refresh and high flex classroom project and discussion on technology replacement plan.
* Mr. Steffens stated that he provided an update on the SAC website redesign and Starfish. New software version will be coming live soon from Nuventive to do program review, resource allocation and course assessment.
* Mr. Gonzalez asked if Mr. Steffens sees any potential issues with the SACTAC reorg and how will it affect the funding approval related to technology refresh. Mr. Steffens stated that this topic was part of the discussion. There is no downside and SACTAC will still need to follow the same submission process for agenda items but need to be done ahead of time.
  + SCCTEC: Mr. Rodriguez shared that SCCTEC meeting is still forthcoming but shared some updates at SCC.
* Enrollment is up by 54 FTES compared to last fall semester. Some noticeable increase of students taking hybrid classes. Mr. Rodriguez hopes that the funding for online tools continues.
* The OCTA bus app went down which affected a lot of students. This was attributed to the OCTA vendor. Students were advised to get their ID cards encoded at the Cashier’s office as an alternative solution.
* Mr. Gonzalez shared a funding update. A memo from the State Chancellor’s office about the 17 million fund allocation. This will be another State Block grant. He will send this memo to the group.

1. Student experience with technology: No updates. SAC & SCC students reps were not present.

* Mr. Gonzalez shared a message from Ms. Michael: Ms. Michael was grateful to share that the textbook link is now available.

1. Technology updates
   * Web Advisor sunset: It officially went end of life on June 30th, 2022. This means we are on our own and have no Ellucian support. There are still a lot of functionality yet to be released and training still needs to be scheduled and required documentation. The go-live with Self Service is planned to take place Spring 2023. Mr. Gonzalez proposed to faculty to present this information to senate. We need to obtain as much feedback as we can so we can fix and address those issues. Mr. Gonzalves shared that the sunsetting of WebAdvisor has been conveyed with Dr. Hubbard and her team and they are aware of it.
   * International access to District technology resources: Mr. Gonzalez provided some insights and reminded the group about the precautionary measures taken by ITS to mitigate treat attacks from infiltrating our network. Temporarily, we restricted access to email and remote portal rsccd.edu from outside of US but it is now permanently in place. Since everything is starting to go back to normal and more people are traveling outside of US, the decision is to leave the international access restriction as is. The international access for staff will be granted as needed via Help Desk ticket request, providing the traveling dates; will be turned off when no longer needed. We are implementing multifactor authentication (MFA). Ultimately, this is a far more superior method than restriction of access. This brought up a discussion on the type of MFA we are implementing. The first rollout will be for staff only targeted for Spring 2023.
   * Updating Technology Plan Goals: Mr. Gonzalez announced that the workgroup formed last year was not able to meet. The goals will need to be updated prior to the November meeting for approval. He will send out an email to reconvene with the group.
2. Approval of TAG Minutes – May 5, 2022

* Mr. Gonzalez called for a motion to approve the May 5, 2022 minutes. A motion to approve the minutes was made by Mr. Bustamante, seconded by Mr. Morgan and approved unanimously.

1. 2022-2023 TAG meeting schedule and start time. Mr. Gonzalez proposed to shift the meeting start time from 2:30 PM to 3:00 PM to accommodate faculty teaching schedules. The group was all in favor of the start time change. ITS will update the TAG website.
2. Technology Project Listing, July 2022. Mr. Howard provided an update.

* SCFF (EPIC): Redefining how FTES is being calculated. Recalculation from class level to student seat level. RG540 report has been loaded to the test repository and waiting for testing and feedback.
* COVID-19 Vaccine Requirement for Students (EPIC): still waiting for the final draft of administrative regulation. Looking to be ready by end of this month.
* CCCApply Noncredit (EPIC): In progress. Still need to schedule noncredit A& R staff with cross training on CCCApply admin interface and Colleague admissions processing by the college credit staff.
* Starfish: The Applications team is mostly in maintenance mode and handling some changes to data needs.
* CVC Implementation Phase 2 (EPIC): The go no go call to take place in two weeks, pending TouchNet implementation of TouchNet payments.
* Create DINT1 Code for online with Synchronous meetings. Currently in UAT for testing.
* Ed plan Report Modification. In progress. Currently working criteria and output.
* Targeting application. Request from the VPs and Fiscal Services. Still at the initial stage.
* 320 P3 Testing in UAT: From custom report to Colleague delivered functionality. Meet next week to review their data cleanup process and what the delivery report is producing.

**Informational Handouts**

1. TAG Membership
2. ITS Annual Report for 2022-2023
3. 2022-2023 TAG Meeting Schedule
4. Top 10 Technology Project Listing - July

**Next Meeting Reminder: October 6, 2022 via Zoom**

**Adjournment**

The meeting was adjourned at 3:59 p.m.