Technology Committee Meeting
February 20, 2018
2:00 p.m.
LLR 202

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair		Virginia Rapp Co-Chair	√	Irene Graff Inst. Research	√	Tiffany Ushijima ASO Student Rep
	Robert Sutton SRC	√	Melissa Guess Financial Aid	√	Mari Baquir SSVC/Student Development	√	Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.		Brian Fahnestock Admin Services	√	Claudio Vilchis ITS/Network		Sal Valencia Tech Services/AV
	Andrei Yermakov Compton Center		Patrick Ko Purchasing	√	Thurman Brown Tech Services	√	Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police	√	Vladimir Vasquez ITS/Applications		Andrea Sala Foundation		Dipte Patel Counseling & Student Success
	Lisa Mednick Takami Prof. Development	√	Paul Yoder IT Security	√	Maria Smith Human Res.		Jane Miyashiro Human Res.
	Gema Perez ECCE	√	Ann O'Brien Marketing		Carolyn Pineda Inst. Research	√	Crystle Martin Library/LRC

"The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College Technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan."

I.   Introductions

    a. Joining the Technology Committee is Crystle Martin, the new Director of Library and Learning Resources.

II.   Old Business

    a. Review and approve minutes – Minutes from the January 2018 Technology Committee has been approved with one correction.

    b. Current Projects Update

Enterprise Document Management Status (Leible) – We have six packages going forward: Campus Logic for Financial Aid; Simpler, a dashboard for Finance for reporting and budget-building; and the software: Review Snap for the annual evaluation and accreditation process, NeoGov which will replace iGreentree, along with Form Stack, Silk Road, Keenan Bridge along with the Fire Wall.

TimeClock Plus – TimeClock Plus is underway and being installed and configured. We are starting with students and hourly workers. We will then move to faculty, adjunct faculty and classified staff.

Enrollment Management/CRM – We are about half-way through CRM Recruit and it is going very well. We have the database and CCCApply data fields to Ellucian. They will be configured and uploaded into Test and production of Recruit and into Colleague.

    i. **Self-Services Forms** (Leible) – We currently have about four that have been deployed into Test. We have scheduled about two more, one of which will allow students to go online themselves and update their personal information and submit their graduation requests. There will also be a link to their own student finance form where they can see an overview and make payments. WebAdvisor will be changed to Self-Service.

    ii. **Canvas Colleague Integration ILP** (Perez) – The program is underway. We have one more test to perform. All of the shells are built for the spring semester. Gema Perez is building them as they are requested. We are not ready for automation at this time however automated shells will be created for every session.

Classes can be automatically dropped, added or merged. We will be able to create shells for cohorts. It is a data product so we may experience issues once the product is launched.

iii. **Office 365 Student Email** (Vilchis) – When we migrated, we were not able to move all of the old student files over. We are working with Microsoft on this issue. Everyone should have access to the utilities at this time.

iv. **Google for Education** (Marcoux) – We purchased Google ChromeBooks for a couple of Divisions. Google for Education was requested by the Academic Senate. The intention was for the use of apps only. We are still working through some of the obstacles we are experiencing. One area we are working through is the security of using Google mail. However, we found that if you use the email feature, faculty can get unlimited space through Google. If they use Office 365 they only get 1TB.

v. **Annual Review Technical Goals** (All) – We are building a strategic budget and an annual tactical budget against the goals that we discussed in our last meeting. We intend to appoint a Chair and Co-Chair to lead a Task Force for the area of the Master Calendars and work with necessary divisions that can contribute so that we have one tool for all the calendars next year.

vi. **Annual Committee Evaluation** – In 2020 we will do our self-evaluation on the accreditation for another seven years. Members will be asked to be a part of a sub-committee for specific contents of the accreditation.

vii. **Campus-wide Survey Tool (IR)** – We did the online survey that included the choice of Survey Monkey, Zoomerang, Qaultrics, Survey Gizmo, Office 365 Survey, and Snap Survey. The majority of the committee selected Qaultrics. We have a price quote and it does fall within the budget that we have. It has several advantages of security, multi-level access and is available for use by ASO. It can also handle large scaled surveys. This tool does not have the

restrictions that some of the other tools we looked at has. We will pass the recommendation to move forward to the Cabinet.

The following are the IT goals were noted on agendas FY 2017 for 2018:

SQL Databases upgrades (ITS) – We are upgrading all of the 2014 and 2016 databases.
Master Scheduling Systems (ALL) – We are updating the Master Scheduling Systems including Document Management, Security Systems (including the Firewall) and Disaster Recovery.

We had a catastrophic crash in October where we lost a storage unit that had housed Colleague, Exchange, etc. We are ordering a new storage unit that has encrypted security and we will house it at another site so that we can be up and running within six hours if we were to lose the storage in the two areas we currently have them housed on campus.

Thurman Brown is working on the Classroom of the future defined, demonstrated and deployed and will provide more information and schedule a demonstration in the near future.

Operational Data store/Nightly sequence Updates/Extracts/Processes (ITS) – We are currently cleaning up our ODS and how we do our nightly sequences and extracts so that our data update is more accurate and consistent every night. Several of these projects are one year projects and others are two to three year projects. We will continue to update as we move forward.

III.   **New Business**

i.   **Involvement and Fun** – Per the survey results from the Technology Committee we have found that there is not enough involvement in the committee, orientations are needed and it is not fun. We will use the March Technology Committee session as an Orientation session. We

will spend more time defining the decision-making and goal-setting processes.

Our hope is to get involvement, feedback and recommendations from the groups you represent. Good practice will be to get the information discussed in the meeting back to our constituents.

A copy of the survey results document can be provided upon request.

ii. Sierra – We will look in to making Sierra a one-stop process. Network Services will research to see if this is possible.

IV.   Meeting Adjourned

a. Meeting adjourned at 3:16 p.m.

C (COLLABORATION) – "Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making."