



**Technology Committee Meeting
November 16, 2021 -- 2:00 p.m.
Via Zoom Conference**

Minutes

COMMITTEE (√ marks those present):

√	Loic Audusseau, CTO ITS, Chair		Crystle Martin, Library/LRC Co-Chair
	Ann Tomlinson, VP Admin. Services	√	Brenda Thames, Superintendent/President
√	Josh Armstrong, Campus Police	√	Stephanie Burnham, Academic Technology
√	Leo Barrera, ADA Compliance	√	William Carter, Director/ITS
√	Stephanie Dewitt, Purchasing & Risk Mgmt.	√	Ryan Gan, Library
√	Gary Greco, SRC	√	Jorge Gutierrez, Facilities
√	Brian Krause, SRC	√	Marlow Lemons, Mathematical Sciences
√	Peter Marcoux, Academics	√	Marci Myers-Mojica, Institutional Research
√	Ann O'Brien, Marketing & Communications	√	Dipte Patel, Counseling
√	Gema Perez, ECCE		Idania Reyes, SSC
√	Beverly Rouse, Administrative Support/ITS	√	Linabel Sajo, Application/ITS
	Moises Santander, Student Representative	√	Noe Servellon, Student Representative
	Susan Shapiro-Baker, Admin. Support/ITS		Maria Smith, Human Resources
√	Sal Valencia, Audio Visual/ITS	√	Claudio Vilchis, Network Services/ITS
√	Moses Wolfenstein, Distance Education	√	Steve Waterhouse, Enrollment Services
√	Paul Yoder, Information Security/ITS	√	Nick Yazbec, Guest/Ellucian
√	Chris Radke, Guest/Ellucian		

STATEMENT OF PURPOSE

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.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Agenda

1. Welcome – Committee Chair Loic Audusseau opened the meeting by introducing the new Director of Information Technology Services, William Carter. William comes to us from Glendora Unified School District where he was the Director of IT. He will oversee Network Services, Applications Development and Technical Services.
2. Agenda Review – The order of the agenda is adjusted. The Working Groups updates will follow the Ellucian Experience presentation. The Committee accepted and adopted the agenda as revised.
3. Approval of Minutes – The Committee accepted and adopted the October 19, 2021 minutes as presented.
4. Ellucian Experience – El Camino has been looking for a solution to provide our students and staff members portal capabilities. Some of the highlights of the features and functionalities that are built into the user experiences as well as the complexities behind the back-end integration. Students will only see announcements relevant to students (i.e. priority registration, last day to drop). Staff will only see announcements relevant to staff. Our software development kit will allow you to build out more complex cards, integrating directly with Colleague or pulling in the information relevant and actionable to the students on a daily basis. The roles are defined in the Active Directory. The solution is fully an SAS based solution. The academic details are primarily pre-set however, the college has a large amount of customization and personalization options on the back-end. The calendar is capable of being consolidated into one calendar and can coordinate and talk to the website calendar. It can be integrated to do both the Outlook calendar and any calendars the students or administrations choice. A copy of the presentation will be posted on the Technology Committee SharePoint page.
5. Working Groups
 - a. Ellucian Colleague Improvement Plan – Linabel Sajo presented. We are currently testing the section registration, which is key to our Canvas integration. Once the testing is complete, we will present to Distance Education. Our next focus will be Self Service and its functionality since we are phasing out Web Advisor. So far, Admissions & Records is happy with what they've seen.
 - b. Mass Email Etiquette – Loic Audusseau presented. The working group has concluded that we have to take two different approaches and create two sets of documents when it applies to mass email. We will distribute a set of guidelines, recommendations and best practices internally to elcamino.edu email addresses only. The second document, for external use, will be a developed and official administrative procedure on how El Camino approaches mass email communication. This procedure should mitigate the

risk of blacklisting that the college in its entirety could receive as a result of mass emails. This procedure would require some type of approval tree and workflow. We expect to present a draft of the proposed procedure at the December Technology Committee meeting.

- c. Technology Strategic Plan – Loic Audusseau presented on behalf of Crystle Martin. The group received the goal and are moving forward with the new plan. They are reviewing sample plans from other Community Colleges and compiling a draft that they will present to the committee for review at either the December or January meeting.
6. Adjournment – The meeting adjourned at 3:39 p.m.