



District Technology Advisory Committee Meeting

Friday, December 7, 2018

9:00 - 10:30 am

MINUTES

MEETING INFORMATION/LOCATIONS

Polycom: District Offices Conference Room

Polycom: Herndon Center, Bldg. B, Room 305

Polycom: FCC OAB-239 (FCC VP of Instruction Conference Room)

Polycom: Clovis CC AC1-270

Polycom: Reedley CC CCI-208

1. OPENING ITEMS

1.01 Call to Order

1.02 Attendance

PRESENT: Don Lopez, Doug Schreiner, Mikki Johnson, Kimberley Fischer, Amanda Phillips, Brandon Bascom, Anne Adams, Chuck Rodriguez, Doug Nasalroad, Anthony Celaya, Keith Johnson, Nina Roby, Ricardo Flores (ASG), John Forbes, Deborah Ludford, Kevin Miller, John Bengtson, Robin Torres, Scott Olds, Jodie Steeley, Amanda Tainter, Gary Sakaguchi, Jerome Countee, Brandon Huebert; Renee Craig-Marius; Donna Baker-Geidner

ABSENT: Christine Miktarian, Mirna Duarte, Maquela Halloway

2. ANNOUNCEMENTS/CHANGES TO AGENDA

There were no announcements or changes to the agenda.

3. PRESENTATIONS

3.01 Technology Plan Update Presentation – Deborah Ludford, Cambridge West

Ms. Ludford presented and reviewed the Technology Plan Update. The presentation covered the scope of the project; the process that was used to collect information; key items to include in the Technology Plan; goals, initiatives and the 10 key themes that were identified at the Districtwide Technology Summit; and next steps in plan development which includes committee approvals, DTAC approval, distribution of the draft for districtwide input, approval process through the district and campus Governance process, and presentation to the Board.

4. ACTION ITEMS

4.01 Approval of Draft Technology Plan for Release to Constituents, District-wide, for Review and Comment – Deborah Ludford, Cambridge West

Ms. Ludford presented the Draft 2019-2022 District-Wide Technology Plan to the DTAC members, reviewing information, themes and goals.

There was a move to approve the Draft Technology Plan for release to constituents, District-wide, for review and comment. Motion by Don Lopez, second by Gary Sakaguchi. Motion carried by committee vote unanimously.

TASK: The Draft Technology Plan will be forwarded to the constituency groups for review and comments. A link will be made available along with a form for comments

4.02 Approval of 10-5-18 Minutes – Jerome Countee

Mr. Countee made a move to approve the minutes from the October 5th meeting. Motion made by Gary Sakaguchi to approve the minutes, John Forbes made the motion to second the approval. Motion carried and approved unanimously by the members.

5. DISCUSSION ITEMS

5.01 CCID and SSO Proxy Timeframe – Scott Olds, Jodie Steeley

Scott Olds recapped the state's requirement for all California community college students to have a CCID number. There are now other district and campus projects/programs requiring a CCID number. Scott proposed to move forward on this proxy in order to capture students that are in need of the ID. Scott met with the Districtwide Student Access Support Group and the Canvas Workgroup and it was agreed the best time to do this is the very last day of spring semester and first day of summer. The proxy will be turned on in Canvas causing students without the ID to complete the process of acquiring their CCID before they can move on into Canvas.

6. INFORMATION ITEMS

6.01 Portal Changes – Scott Olds, Kevin Miller

DTAC members were updated on the changes that are happening within the portal regarding the launch of Office 365. The notification system should be launching around the end of December or the beginning of January 2019. The portal for this system is about notifications and gathering current contact information via user verification. This portal will also give staff and faculty the ability to change passwords without going through the help desk.

6.02 Office 365 Implementation Update – Kevin Miller

As soon as a campus deploys O365, users will be licensed based on active employee status. The license will allow portal access to Office 365. An announcement and deployment plan will be released to each campus as they begin launching O365. The announcement will include information on training and login assistance from campus technical staff. Digital loss prevention and in-compliance features have been enabled within O365. Notifications will appear if a user shares inappropriate documents outside of the institution, students are considered outside of the institution. Clarification of what is considered 'inappropriate' was further discussed, including compliance with FERPA, HIPAA and other data privacy laws. Compliance information will be included within the Canvas module and should be given emphasis during staff training. The new email upgrade will give users additional mailbox space and is expected to be implemented in Spring 2019.

6.03 IS Project List - Scott Olds

No discussion – refer to agenda attachment on BoardDocs.

6.04 Future IS Maintenance Schedule – Kevin Miller

No major IS maintenance is scheduled due to being in a blackout date until February 2019 for business processes. There will be power outages at the DO and Fresno City College campus between Christmas and New Year's.

7. FUTURE AGENDA ITEMS

8. CLOSE OF MEETING

8.01 Next Meeting Date – Friday, January 4, 2019

8.02 Meeting adjourned at 10:30 a.m.

Note: The DTAC meetings are recorded