District Technology Advisory Committee Meeting
Friday, April 5, 2019
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
Note: The DTAC meetings are recorded

1. OPENING ITEMS

1.01 Call to Order

1.02 Introductions

1.03 Attendance
PRESENT: Christine Miktarian; Gary Sakaguchi; Robin Torres; Mirna Duarte; Brandon Bascom; Mikki Johnson; Jodie Steeley (PROXY FOR DON LOPEZ); John Forbes; Nina Roby; Brandon Huebert; Victor (PROXY FOR JONATHAN GRAMAJO); Renee Craig-Marius; Kevin Miller; Anthony Celaya; Randy Vogt; Doug Nasalroad; Scott Olds; Anne Adams; Don Lopez (came in towards end of meeting)

ABSENT: Amanda Taintor; Ricardo Flores, Maquela Halloway; Doug Schreiner; Lorrie Hopper; Jerome Countee

2. ANNOUNCEMENTS/CHANGES TO AGENDA

Jodie Steely asked for the following to be noted: In April 2018 it was proposed to have an Instructional Technology Workgroup. The charge was brought to this committee in September and request for changes were made in October, 2018. The District Canvas Workgroup still continues to exist with the same problems that were cited and the Instructional Technology Workgroup has not been formed after a year. Jodie asked if there was an update regarding this item. Christine shared that she knew Jerome Countee took the Instructional Technology Workgroup to Chancellor's Cabinet and the Presidents are now looking at all Operating Agreements to see how that might fit in. Christine added she will have Jerome send an update to this group next month. Jodie stated it would be nice to have some input on the DW Canvas User Group as it still exits for three (3) hours a month with no outcomes being achieved and there is still not adequate representation from all three colleges in the district.

ACTION: Christine will have Jerome Countee send an update to DTAC next month regarding the 'DW Canvas User Group' status.

3. ACTION ITEMS

3.01 Approval of Minutes March 1, 2019 – Christine Miktarian
A motion was made to approve the minutes from the March 1st meeting. The motion was seconded and a vote was taken. The minutes were approved; two abstained.

3.02 Review and Approval of Technology Plan Final Draft – Christine Miktarian, Deborah Ludford
Deborah Ludford presented an update of the District-wide Technology Plan. As a reminder of the process she covered the scope, how the plan was developed and the steps it when through. She gave a brief overview of the themes, goals and next steps. The initial draft plan was approved by DTAC and Chancellor's Cabinet. It was then presented at Communications Council to circulate district-wide for

3. ACTION ITEMS (CONTINUED)
3.02 Review and Approval of Technology Plan Final Draft (CONTINUED)
input. Based on the district-wide input a feedback document was created along with a revised draft.
Both items were presented to and approved by Chancellor's Cabinet and presented to Communications
Council. The Technology Plan contains 18 goals and 37 initiatives to be accomplished over the next
three (3) years, many of which are underway. The next step for this plan is to be approved by DTAC and
presented to the Board of Trustees and most importantly to execute the plan. Deborah opened up to
questions from the group. A question was asked about the outcome of the March Ellucian meetings.
Deborah reported that Ellucian is in the process of formulating a response and we should expect
something from them the last week of April or first week of May. Other concerns and/or questions that
were raised by the members, Deborah addressed by identifying information in the plan and/or noting
changes or additions to be made in the wording.

A motion was made for DTAC to approve the final draft of the DW Technology Plan, the motion was
seconded and DTAC members voted unanimously to approve the plan.

4. DISCUSSION ITEMS
There were no discussion items presented at today's meeting.

5. INFORMATION ITEMS
5.01 College.Net/Scheduling Software – Christine Miktarian, Randy Vogt, Deborah Ludford
It was stated that the reason we are going through this process again is that there has been a significant
change in the marketplace for this area of software. There are many new companies available and
different systems that are more modern. We are looking at a list of about eight or nine firms and would
like to short-list it to three or four companies. College.Net will probably be one of them. Randy stated
that it would be good to include questions in the RFI to make sure we are bringing in the right ones to
interview. It is important to identify and interview firms that integrate with our system. Randy asked
for names of people who should be involved in formulating questions to include in the RFI; from FCC –
Don Lopez; from RC – Dale van Dam will be asked who he would recommend; from Clovis – John Forbes
will provide a name. The timeline for this process was difficult to determine due to many factors.
Christine said she would try to work something out and come back to DTAC with a date.

*ACTION : Christine will provide a timeline/date for the scheduling software interviews at the May
DTAC meeting.*

5.02 Technology Acquisition Process – Christine Miktarian, Deborah Ludford
Christine stated the Technology Acquisition Process was part of our Technology Plan and it was
something we were planning on doing but the Accreditation group asked us to move this forward a little
earlier than we expected. The purpose/scope of the document is explained in 9.a.2 in the District-wide
Technology Plan 2019-2021. Deborah presented and reviewed the draft Technology Acquisition Process
document, the proposed acquisition process flow and an example of a Project Request Form. Deborah
stated that DTAC needs to have a connection to the advisory committees on the campuses and also the
Canvas Workgroup/Instructional Technology Workgroup (whatever it evolves into). Christine asked
members to take a look at the document, provide feedback to her, copy Anne Adams and feedback will
be forwarded to Deborah. The Technology Acquisition Process document will be presented to
Chancellor's Cabinet for review and input. We will make adjustments to the process according to
feedback and put it into place in the fall. A concern was raised about security not being included in the
request form example, Deborah said this is something that can be added very easily.

5. INFORMATION ITEMS (CONTINUED)

5.03 Office 365 Implementation – Kevin Miller

Kevin provided an update on O365. Password reset system will launch late this afternoon. The reset system is now available for staff, faculty and students; it was previously available only to students. There will be a new link for password reset will be in the login page. IT will send out information to those that did not have the ability to reset their own password. All help desks have had testing/training for assistance. Email migration is pending. SharePoint Online migration for Organizations and Committees is progressing well and is expected to start in May and be completed in June before Blackboard contract ends. There will be staff training in stages. Kevin will provide a demo at the next DTAC meeting.

ACTION: ***Kevin Miller will provide a demonstration of the SharePoint Online migration for Organizations and Committees at the May DTAC meeting.***

5.04 Future Is Maintenance Schedule – Kevin Miller

Kevin announced Colleague and Colleague-related systems will be down May 5th for updates.

5.05 IS Project List – Scott Olds

Scott informed the group that the complete project list is included as an attachment on the agenda in BoardDocs. He highlighted the following projects on the list; DW Technology Plan has several initiatives that will add to the enhancement of this list; Blackboard to SharePoint migration; CCCID SSO proxy will be turned on in Canvas on Memorial Day; moving the District Office to Fulton will impact IS for several weekends; First2Know2 system; all technical departments will need to upgrade any servers with Windows 2008 to a newer version.

6. FUTURE AGENDA ITEMS

    a) Instructional Technology Workgroup Update – Jerome Countee
    b) Scheduling Software Timeline - Christine Miktarian
    c) Technology Acquisition Process Update – Christine Miktarian, Deborah Ludford
    d) Demo of SharePoint Online Migration for Organizations and Committees – Kevin Miller

7. CLOSE OF MEETING

7.01 Next Meeting Date – Friday, May 3, 2019

7.02 Meeting adjourned at 10:30 a.m.

Minutes submitted by Anne Adams on April 29, 2019