



District Technology Advisory Committee Meeting

Friday, March 1, 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 Attendance

PRESENT: Deborah Ludford (via Scopia); Doug Schreiner; Kevin Miller; Gary Sakaguchi; Robin Torres; Doug Nasalroad; Christine Miktarian; John Forbes; Amanda Taintor; Scott Olds; Chris Martin; Mark Nichols; Kimberley Fisher; Nina Roby; Stacy McArron (proxy for Brandon Huebert); Jonathan Gramajo; Anthony Celeya; Kiesha Oliver; Mikki Johnson, Don Lopez

ABSENT: Lorrie Hopper; Renee Craig-Marius; Brandon Bascom; Don Lopez; Maquela Halloway; Jerome Countee

2. ANNOUNCEMENTS/CHANGES TO AGENDA

No announcements or changes to the agenda were addressed.

3. ACTION ITEMS

3.01 Approval of Minutes February 1, 2019 – Christine Miktarian

Quorum was met. Member Gary Sakaguchi made a motion to approve February minutes; member Scott Olds seconded the motion. A vote was taken and the minutes passed unanimously.

4. DISCUSSION ITEMS

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

5. INFORMATION ITEMS

5.01 Review Status of Technology Plan – Christine Miktarian, Deborah Ludford via Scopia

Christine mentioned the discussion last month about the Technology Plan in terms of Academic Senate. She stated the senate is not required to vote on the plan, however as part of the process, input and comments are greatly encouraged from all constituency groups. Christine stated the plan is moving forward, the input process will close as scheduled on March 13, 2019 with all comments being addressed. It will go back to Chancellor's Cabinet before the end of the month and presented to the Board in May. We are moving forward on a couple of plan recommendations such as the Chief Technology Officer and a Security Information Officer for the district.

Deborah Ludford joined the meeting and shared the status of the Technology Plan with the group. When the feedback process ends on March 13th, Deborah will share the responses with Christine. There will be

5. INFORMATION ITEMS (CONTINUED)

5.01 Review Status of Technology Plan (Continued)

a redlined version of the plan so people can see the impact that the feedback had on the plan, at least for discussion purposes. A reminder will be sent out next week requesting responses/comments on the Tech Plan.

5.02 Technology Acquisition Process – Christine Miktarian

Christine talked about the Technology Acquisition process that is recommended in the plan. Deborah has been asked to start drafting some recommendations on that process. We weren't going to go through with that process just yet except that Accreditation requirements for the program review process is linked to that Technology Acquisition. A software acquisition plan and a short acquisition form will be available to present to the DTAC at the April meeting. There will be a discussion with the IT directors after today's meeting regarding Technology Acquisition. Christine also encouraged the group to look at the recommendation list in the back of the Technology Plan and start to formulate how we are going to accomplish those items.

5.03 Administrative Program Review – Christine Miktarian

Christine reported to the members that a District Office Program Review Process document is being vetted throughout the district and is for district office departments only. The Accreditation team identified the Information Systems (IS) department as needing a program review. All District departments will be doing program reviews, however the IS department's will be done this year. Christine asked the group if there were any questions about the program review or any of the other previous agenda items. The group did not voice any questions or concerns.

5.04 Scheduling Software/College.Net – Christine Miktarian.

Explaining the need to revisit scheduling software, Christine stated there have been some questions and concerns about using College.Net. Deborah Ludford, Cambridge West IT consultant, conducted in-depth research on companies that have scheduling software and is Ethos ready (which is the platform to allow easy transferring and sharing of information). Ellucian provided Deborah information on systems that work with Colleague, systems that work with Banner and systems that work with both. Deborah then met with Randy Vogt in Purchasing to review the original College.Net RFP and concluded it was wise to consider and compare other scheduling software as a lot of things can change in three years and a lot of capabilities can change. In her research Deborah felt there were two or three really good software's that have scheduling systems that are much simpler to use particularly for students and staff. Christine presented to Chancellor's Cabinet that we look at this again in an abbreviated form and they are on board with it. The college presidents have been asked to provide names of staff that should be involved in this and anyone from DTAC can be involved as well.. Deborah Ludford will here March 26th and 27th. The 26th will be planned for reviewing scheduling software and the 27th is planned for Ellucian. It was noted that the integration process with Colleague is very important and should be a main focus in the interviews.

5.05 Office O365 Implementation – Kevin Miller

Kevin reported that FCC was recently licensed for Office 365 and all campuses are now licensed. All active staff and faculty have an icon launcher in their portal. The new self-service password reset system is complete. We are currently working on the web pages for the help system that will be part of that. There will be testing by the IT staff and student help desk before it is launched in about 2-3 weeks. Regarding the migration of email, the voicemail solution is close to completion and we should be in the testing phase within the next few weeks. After that we will start the first pilot migrations with district-wide IT staff. Each campus will develop their own implementation plans which will include training

5. INFORMATION ITEMS (CONTINUED)

5.05 Office O365 Implementation (continued)

schedules. If all goes well, we should be in the position to make those campus implementation schedules by the end of March with actual migration starting in April. Kevin added that there is very little difference regarding how we use our email in our current system and Office 365. Scott Olds stated that Data Loss Protection (DLP) has been turned on which brought up a statement about alerts confusing staff thinking the alert is phishing attempt. When campus implementation plans and training schedules roll out, this should lessen staff confusion on DLP.

5.06 Future IS Maintenance Schedule – Kevin Miller

Kevin Miller announced there is no IT maintenance scheduled for March. There are a few open windows in April, which will be addressed at the next meeting. Christine requested the schedule so she can take it to Chancellor's Cabinet. Kevin will send out a revised schedule to Christine and IT directors. Robin Torres also requested a schedule.

5.07 IS Project List – Scott Olds

Christine noted that the current project list has a lot of room for interpretation of prioritization. She and Scott agreed that implementing the use of a form such as the one included in the Software Acquisition Process document (or something similar) and forming an Operational Work Group based on a recommendation in the Tech Plan; that these two things together will help us with better prioritization of our project list. Deborah explained to the group where she found the form and that it is used by other colleges in the state. She also gave an example of what is on the form and how it is designed. Deborah will bring the form to the April meeting.

Scott explained that this list is a work in progress and proceeded to review the project list with the group, focusing on the 'Active, Funded Projects'. Among the projects were AIM for DSPS; Blackboard Organizations Migration to SharePoint Online; Canvas Grade Passback; CCID-SSO Proxy; Data Warehouse (Zogotech); DO Move; Ellucian Self-Service; Elumen; Maxient; Quottley Course Exchange; Starfish-Early Alert System and others. Christine asked how Elumen was going and Scott responded that it was going well. Scott stated (and Don Lopez confirmed) that the VPI's decided they would meet, discuss the data requests from Elumen and then have a conversation as to what we want be put into the system.

Robin Torres mentioned the Supplemental Survey will be taken to the next VP meeting. It has been stalled because we have some new AVG elements we wanted to add. Her office has compiled a list and will present it to the VP's, see what they think and decide where they want to go from there.

Question about the CCC Apply (CCCID Proxy) and how students are being informed. Scott said they have been doing a lot of marketing outreach to the students, explaining what is going on and how it's going to benefit the students.

7. FUTURE AGENDA ITEMS

District Technology Plan Review; Technology Acquisition Process Update; Scheduling Software Update; Office 365 will be kept on the agenda.

8. CLOSE OF MEETING

8.01 Next Meeting Date – Friday, April 5, 2019

8.02 Meeting adjourned at 10:16AM