



Grossmont-Cuyamaca Community College District Project Scope – Maxient

Project Name: Maxient
Project Sponsor(s): Chris Tarman
Project Lead(s):
 Cheryl Detwiler, Lauren Vaknin,
 Sara Varghese
Projected Launch Dates:
Project: July 2019
Go Live: Oct 2019

Project Manager: Shari Waters
Signature/Date:

1. Project Description

To implement a cloud-based software system (Maxient) for Title IX tracking, reporting and managing behavior (student discipline, academic integrity, care and concern) records.

2. Project Scope

This project utilizes a SAS (Software as a Service) Cloud model. As part of the implementation, IT will build a nightly data load of student information from Colleague to Maxient, along with integrating it into our SSO/MFA (Single Sign On/Multi Factor Authentication) system. This product will be implemented for both colleges and District HR. On going support of the system will be required by staff in the Students Affairs offices at both college, and in District HR. The expected time frame for implementation is 3-4 months. Resources will be required to ensure 508 Compliance and protection of PII information.

a. Resource Requirements: First year *vendor* costs are \$6k for implementation, with \$11k yearly maintenance

i. Implementation:

- 1. Vendor \$6,000
- 2. IT Staff 200 hrs
- 3. Prop V 400-500 hrs

ii. Ongoing:

	Year 1	Year 2	Year 3	Year 4	Year 5
User Support (hours):	0	500/site	500/site	500/site	500/site
IT Support (hours):	0	40	40	40	40
Maintenance/Support:	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000

- iii. Estimated data storage requirements and costs:
Unlimited storage – no cost
- iv. IT Resource Considerations:
 - 1. IT Work Team:
Integrations Specialists, SSO Specialists, Project Manager, Administrative Systems Specialist
 - 2. Estimated training needs and costs:
Nothing beyond what is provided as part of system implementation, setup and configuration - all provided by vendor during implementation
 - 3. Identify implementation schedule conflicts:
None expected
 - 4. On-going system and/or software support:
Minimal support needed by IT personnel since the functional leads (outside of IT) will be able to support and configure the system.
- v. Cross-organizational personnel requirements:
This implementation will require District HR and College Title IX Leads at both colleges, not only during the implementation, but also after Go Live for ongoing user support, configuration, and software updates.
- b. Level of integration needed:
 - i. Software – will require data feeds from Colleague SIS
 - ii. Network – will require integrating with District SSO MS Azure AD and MFA (Multi-Factor Authentication)

3. Project Constraints:

None known at this time

4. Project Risks:

None expected

5. Project Duration Estimate: 3-4 months

6. Major Stakeholders:

Functional Area	Positions Required	Skills/Expertise/Knowledge
District HR	Associate Vice Chancellor of HR	Understanding of needs for Title IX tracking at District Level
Cuyamaca Student Services Cuyamaca Student Affairs	Vice President Student Services Dean of Student Affairs	Understanding of needs for Title IX tracking at Cuyamaca
Grossmont Student Services Grossmont Student Affairs	Vice President Student Services Dean of Student Affairs	Understanding of needs for Title IX tracking at Grossmont

7. Proposed Implementation Team Members:

Name	Representing
Lauren Vaknin	Cuyamaca College
Sara Varghese	Grossmont College
Cheryl Detwiler	District HR
Shari Waters	Project Management
Steve Abat, Eugene Davis, Jim Dorris	District IT
Richard Beres, Brian Nath	District IT

Grossmont-Cuyamaca College District Off-Cycle Technology Project Request (Pilot)

For requests *not* made within the Annual Update/Program Review process.

Date of Request: May 14, 2019_____

Requestor: Tim Corcoran, Cheryl Detwiler, Sara Varghese, and Lauren Vaknin.

Directions: Please complete the following questions and submit to the co-chairs of the College Technology Committee. Please keep your answers concise and limit your submission to two pages. Depending on the complexity of the project, you may be asked to work with District Information Systems and/or Instructional Computing Services to complete a Statement of Work Analysis.

1. Title of Technology Project: Maxient Software
2. Please explain how the technology or enhancement supports the strategic plan. Please include information on how students will be impacted and/or employees or the college or district overall. Would this be a district-wide implementation?

Maxient is an online software system that manages behavior records for colleges. It provides reporting and recordkeeping information on students. The system allows both the colleges and the district to maintain confidential information regarding Title IX conduct cases, campus complaints, student discipline, academic misconduct, students of concern, behavioral concerns and crisis management documents. Both Grossmont and Cuyamaca College in addition to the District will be able to share information on record keeping versus forwarding word documents and maintaining information on excel spreadsheets. The current system doesn't allow for alerts with students of concern.

The Maxient implementation will be a district-wide effort. The system supports the strategic plan by creating streamlined and student-center pathways since we will have a system to manage students of concern. The early documentation and alert will impact students since we will be able to respond at an early stage and provide resources to get them back on the path. The Maxient system allows for Behavioral Intervention, Crisis Prevention, and Early Alert documentation. Both campuses in addition to the district will be able to share the confidential crisis prevention information of a student while maintaining privacy. The system will enable us to identify students in crisis and coordinate appropriate response efforts.

In addition, the system allows for the colleges to provide online complaint forms for students. For example, we are required to provide the community and students the opportunity to file a college complaint. This system would allow the college to comply with requirement and allow the complaint form to be easily accessible for students online. It will allow us to track the type of the complaint and document outcomes. Maxient allows for a seamless and secure process.

3. Does the technology or enhancement support a state-wide initiative (Basic Skills, Student Success, Equity, Strong Workforce, OEI, OER, etc.) or is it a legal mandate (Title 9, Title 4, Title 5 etc.) or in support of a legal mandate? Please explain.

Although the Maxient software program alone doesn't fulfill any legal requirements, it is a tool that will assist in complying with Title IX recommendations. We will have a program that will allow us to document and manage all Title IX cases, and we will also have easy access to information pertaining to Title IX cases, follow-up, and students of concern. This is a helpful tool when compiling statistics for the Clery report and other mandated reports. The Maxient program will also allow us to document all college complaints.

4. How does the data you have support the implementation of the technology or enhancement? (This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data).

5. What are the consequences if the technology or enhancement is not implemented?

We don't currently have a software system to manage Title IX and student conduct cases. It creates an issue with repeat student conduct /Title IX issues and identifying students of concern.

6. What type of resources are needed to implement the technology or enhancement? Please list as much information as you can. If deemed appropriate, District IS and/or Campus Technology will conduct a Statement of Work analysis and provide input on items such as time to implement, employee hours, number of individuals needed to implement, the need for a campus and/or district project manager, vendor cooperation, integration with current systems, etc.

We will need support from District IT for system implementation. (Please refer to the scope of work for specific projects.)

7. What is the estimated cost of the technology or enhancement, including one-time implementation costs and on-going support and maintenance including staffing? Actual quotes from vendors are preferred.

Year #1- \$6,000 (annual fee will be \$11,000)

8. Has funding been identified for the project or enhancement? If yes, what is the smartkey or funding source (Equity, General Fund, Perkins, etc.)?

Yes, Title IX funds are being used to fund the software (smartkey #1214792)

9. How do you plan to evaluate the technology or enhancement once implemented?
The Student Affairs Deans at both colleges and the District Title IX workgroup will evaluate the technology after implementation.

10. What is your preferred timeframe of implementation?
The preferred timeframe is summer 2019 with implementation in early fall 2019.

11. Is there anything special about this technology or enhancement that will contribute to the ranking?

The Maxient program is critical for managing student conduct/Title IX cases. Currently, the Student Affairs Departments at both colleges don't have a conduct report database, which creates issues with Title IX reporting and tracking purposes. The Maxient system would allow the Student Affairs offices to manage all conduct, reporting, sanctions, hearings, and appeals in a centralized database. In addition, we would have access to data for Clery and other essential reports.

The software program is essential for identifying and managing students of concern and conduct/Title IX issue.