GC | GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

TECHNOLOGY COORDINATING COUNCIL

NOTES

Wednesday, September 16, 2020
10:30 AM – 12:00 PM
Zoom- https://cccconfer.zoom.us/j/95204679828

Members:

AVC Research, Planning and Technology	Vacant	☐	Dean, Learning & Tech Resources-GC	Kerry Kilber Rebman	☒
VC Student & Institutional Success	Sean Hancock	☒	Dean, Learning & Tech Resources-CC	Eric Klein	☒
VP, Academic Affairs-GC	Marshall Fulbright	☒	Faculty rep, Technology Committee-GC	Janet Gelb	☒
VP, Instruction-CC	Pat Setzer	☒	Faculty rep, College Tech Committee-CC	Curtis Sharon	☒
VP, Student Services-GC	Marsha Gable	☒	Classified Staff rep, Tech Committee-GC	Dawn Heuft	☒
VP, Student Services-CC	Jessica Robinson	☒	Classified Staff rep, College Tech Committee-CC	Bryan Cooper	☒
Director Enterprise Systems	Michael Carr	☒	Recorder	Myra Lomahan	☒

Discussion Items	Action and Follow-Up
A. Welcome	Sean welcomed the council members including Bryan Cooper a new member representing Classified Staff.

B. Charge and Composition	Sean read the charge and the following items were discussed:
	• TCC has not met since the start of COVID and mainly because DEC-ERPG had meetings along with the Technology Rapid Response Teams
	• What does this council want to accomplish and how do we see this group functioning?
	• Transparency and communication between colleges and district services is important
	• We want to take a collaborative approach to these meetings to carry out the charge of this council
	• This council will review prioritization of IT projects and make recommendations to Chancellor's cabinet
	• Action: Sean to follow up on the 2nd bullet of the charge – Recommendations for policies and strategic priorities related to enterprise systems and technology and implementation of the **Information Technology Plan** for enterprise systems, administrative, and instructional technology districtwide
	    o Both colleges submitted feedback on a draft 2018 Information Technology Plan and haven't seen the final
	
	Sean reviewed the composition:
	• The VPs will alternate on a fiscal year rotation (not calendar year like DEC and DSP&BC)
	    o For 2020-21, Jessica, VPSS-Cuyamaca and Marshall, VPAA-Grossmont will represent and copy the other VPs if they are available to attend

C. IT Projects List	Sean shared the IT project list (pdf form) which has been shared at Chancellor's cabinet. This document is also available as an excel sheet.
	• The IT project list will be shared to help inform processes and discussion with your teams at the colleges
	• There is a disconnect since there are different aspects of IT that work on different projects whether it's on the top of the priority list or not
	    o We can work simultaneously in different aspects of IT (infrastructure vs ERP vs computer support)
	    o Frustration/confusion comes from the act that campuses are unaware or unsure where we are with projects and where it landed
	• We currently have 74 items on the list
	• We need to move forward with priorities with support from district IT
	• The colleges have their own IT priorities
	• Action: Kerry and Eric will work with their CTCs and College Councils to review the IT project list and list their priorities
	    o Colleges will review the IT project list and have a college discussion and recommendations can be shared at TAC (districtwide committee), then here to TCC

		• At the next meeting, we can discuss the colleges priorities and review our resources
		• We also have other priorities we have to address immediately such as the Adoptions and Insights Portal (AIP) from Barnes & Noble
		   o This is a process of what faculty uses to order textbooks from the bookstore
		   o Notice was given in 2019 and communication wasn't filtered to appropriate people including IT
		
		Sean discussed the Business Process Analysis (BPA) completed in 2017 and received the following feedback:
		• We need to determine if this is working and how to best utilize at both campuses
		• We can use it to make decisions in prioritization
		• Cuyamaca and Grossmont uses the BPA and have had success such as the Cuyamaca evaluation kit
		• It was felt the district level didn't use the BPA and colleges used this to funnel projects to district services
		• We should revisit the BPA and make it work for the colleges and district
		• ACTION: All members to review the BPA for opportunities to improve or simplify

D.	BP/AP 3720 Computer Use	Community College League of California (CCLC) has policy and procedure services we subscribe to which provides updates to BPs and APs.
		• BP 3720 doesn't have any changes
		• AP 3720 has changes with updated info security program requirements for those entities that participate in Title IV Educational Assistance Programs
		   o We also moved some language to align it to the CCLC version
		   o Citations were revised to reference ed code
		   o Chris reviewed it and said it can move forward as noted
		   o Action: Eric and Kerry will review with CTC and review at next TCC meeting

E.	Standing Reports
	• Technology Advisory Committee (TAC)
	• Website Communications Committee
		Technology Advisory Committee (TAC) – Michael provided the following updates:
		• AIP is a single sign on for faculty to access their network account and can order their textbooks
		   o Action: IT will meet with Barnes and Nobles to discuss the timeframe and process
		• College websites
		   o Content is continuing to move over and search function is getting better each day
		   o OmniUpdate meeting in October
		   o Discussion when to move district over
		• Computers
		   o Grossmont is repurposing computers from the labs
		   o 90 new computers are in order using CARES fund
		   o Computers require different configurations, screen size, and horse power depending on user
		• Discussed project prioritization
		
		Website Communications Committee
		• Anne Krueger chairs the meeting who is not a member of this council, however Eric and Kerry are members of this committee
		• They currently discussed the updates on the college websites as noted above
		• This committee is meeting next week

F.	Other Discussion Items	Marshall asked about the need for a Curriculum Management System • We are still waiting from the state chancellor's office to provide the vendor name • We should hear from them in October (previously mentioned that the decision was in spring) Sean noted that Chancellor is looking for an Interim VCSIS with a focus on IT and not looking to replace the AVC at this moment until we have our Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT) recommendations and plan.
G.	Next Meeting Schedule	Wednesday, October 21, 2020 at 10:30 AM - 12:00 PM Via Zoom