



TECHNOLOGY COORDINATING COUNCIL

NOTES

Wednesday, November 18, 2020

10:30 AM – 12:00 PM

Zoom- <https://cccconfer.zoom.us/j/93814919056>

Members:

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

Discussion Items	Action and Follow-Up
A. Welcome	Kerry welcomed the members and said the Chancellor asked her to reconvene this committee to provide an update on the IT assessment and an opportunity for us to discuss prioritization, standing reports, and other IT meetings.
B. IT Assessment	<p>Kerry shared that the Chancellor asked her to do an IT Assessment focused on making recommendations on processes and organizational structure.</p> <ul style="list-style-type: none"> The scope of work did not require additional information from the colleges since we have information from the BPA and will have the information from the IEPI. The IT Directors do not report to Kerry, rather they report to the Chancellor. Kerry also does not handle the daily IT operations. Michael Carr is currently on leave, in the meantime, reach out to Jerry Williamson and Steve Abat.
C. Project Prioritization	<p>Kerry shared that both colleges are providing their critical technology needs for spring to President's Cabinet and the Chancellor is waiting for the list to review at her Cabinet.</p> <ul style="list-style-type: none"> Marsha said there will likely be overlap on projects pertaining to SARS, Self-Service Update, and CCCMyPath. <p>Kerry shared Cuyamaca's CTC report of prioritizing IT using the IT Project List dated September 23, 2020 posted on the intranet.</p> <ul style="list-style-type: none"> The report includes a summary of their observations and recommendations, which were created without IT's input. The red notes were changes based on the last committee meeting and have not been shared out yet. The subgroup took the list of 70 items and recommended 10 large scale and 6 mini projects they would like prioritized. Kerry shared her spreadsheet listing these items. The CTC subgroup has not yet prioritized the narrowed list. <p>Eric mentioned the following in regards to Grossmont's CTC:</p> <ul style="list-style-type: none"> One challenge for Grossmont is that it's ambiguous what technology requests are expected to go to the committee whether through an AUP process or an off-cycle request and which can get proposed or approved through other avenues. There is confusion about how to provide input on requests that don't run through the committee.

	<ul style="list-style-type: none"> Grossmont's annual renewal process only received one request but they know there are more wants, needs, and requests. We should have a shared vision of process and expectations such as utilizing the annual renewal process. Kerry shared that Cuyamaca created a 5-year replacement plan for the computer labs, employee computers, and classroom technology (such as smart carts) and that these items no longer need to be requested through the program review process. Eric said we should be transparent with the smaller list of high priority projects.
<p>D. Standing Reports</p> <ul style="list-style-type: none"> Technology Advisory Committee (TAC) Website Communications Committee 	<p>Technology Advisory Committee:</p> <ul style="list-style-type: none"> Eric said TAC discussed items already mentioned such as how do projects get prioritized. The group discussed the need for an IT inventory to identify all resources, tools, and technologies the district currently has. The Technology Rapid Response Team survey had respondents requesting certain software we already have access to, such as Adobe and Office 365. <p>Website Communications Committee:</p> <ul style="list-style-type: none"> Kerry reported the following: <ul style="list-style-type: none"> Training is continuing at both colleges on the new website and both colleges are continuing to work on outstanding migration issues. PIOs are encouraging both colleges to post events to the website calendar. The committee is updating the website style guide and standards with a focus on accessibility. Moving the district website and intranets to Omni Update is still under discussion.
<p>E. Technology Rapid Response Team</p>	<p>Pat said the Technology Rapid Response Team (RRT) discussed the IT survey results and highlighted the following items:</p> <ul style="list-style-type: none"> The survey had 360 respondents. The questions included a text box to input ideas/comments/suggestions and the results included a lot of needs. Some trends found were the following: <ul style="list-style-type: none"> Communication on information for training and professional development needs Specific needs for technology – such as a large or extra monitor It was recommended that Jerry Williamson, Steve Abat, and Jodi Reed work with Sam Ballard in the Research Department to disaggregate the survey results by themes/trends and groups. The next Technology RRT meeting will review the disaggregated data to identify the specific needs by group and site in order to make recommendations by the end of the year. Pat and Marsha will review with President's Cabinet.
<p>F. Other Discussion Items</p>	<p>District email (@gcccd.edu): Kerry said we need a shared marketing campaign to email students regarding their district email, it will no longer be deleted as long as they remain active for two full semesters (fall and spring).</p> <ul style="list-style-type: none"> It was recommended the PIOs (Christianne, Lorena, and Anne) would be the best to send an email communication to both staff and students. <p>Multi-factor authentication for Office 365: Kerry shared that employees will soon need to do a two-factor authentication on Office 365 like we currently have on Workday.</p> <ul style="list-style-type: none"> This was recommended due to an increase in phishing attacks which can take IT approximately 4-6 hours to fix one compromised account. In addition, compromised email accounts are a security risk to the entire network.

<p>G. Next Meeting Schedule</p> <ul style="list-style-type: none">• 2021 Schedule	<p>HOLD: Wednesday, December 16, 2020 at 10:30 AM - 12:00 PM Via Zoom</p> <p>2021 Schedule: Action: Myra will send calendar invitations to hold the regular monthly day for TCC meetings.</p>
---	---