



TECHNOLOGY COORDINATING COUNCIL

NOTES

Wednesday, February 17, 2021

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 checked="" type="checkbox"/>	Faculty rep, Technology Committee-GC	Dave Dillon	<input checked="" type="checkbox"/>
VP, Instruction-CC	Pat Setzer	<input checked="" type="checkbox"/>	Faculty rep, College Tech Committee-CC	Curtis Sharon	<input type="checkbox"/>
Interim VP, Instruction-CC	Alicia Munoz	<input checked="" type="checkbox"/>	Classified Staff rep, Tech Committee-GC	Dawn Heuft	<input checked="" type="checkbox"/>
VP, Student Services-GC (Interim)	Aaron Starck	<input checked="" type="checkbox"/>	Classified Staff rep, College Tech Committee-CC	Bryan Cooper	<input checked="" type="checkbox"/>
VP, Student Services-CC	Jessica Robinson	<input checked="" type="checkbox"/>	Recorder	Myra Lomahan	<input checked="" type="checkbox"/>
Director Enterprise Systems-DS	Michael Carr	<input type="checkbox"/>			

Discussion Items	Action and Follow-Up
A. Welcome	The meeting commenced at 10:32.
B. Additions/Deletions to the agenda	No changes.
C. Update on Top IT Priorities for Spring 2021	<p>The council reviewed the Top IT Priorities for Spring 2021. The following items were highlighted:</p> <ul style="list-style-type: none"> • Aaron noted Grossmont is not ready yet to transition to Comevo. • IT is creating a software inventory per the IEPI recommendations. • Issues remain around ownership of IT implementations and the approval process across the district. • We need to be mindful of who really needs access to different software, for example, we have limited Adobe Sign licenses, and need to have a strategic approach to access for all software. • We need a project management software/system to list the proposed IT projects, prioritize them, who is responsible, and the status. • Self-Service Update - Shari Waters is working on a gap analysis of what customizations exist in WebAdvisor and whether those items already exist in the standard Self Service. This will help us determine whether we want to engage in customizations with Ellucian (vendor). For instance, certain requests such as waitlists showing on the bottom can become a larger project. Some changes can also affect another modification and require more review. • Maxient will be live this Friday. Sara Varghese and Lauren Vaknin have been working together on this with IT. • Cranium Café is an online platform for counselors. It has not been purchased and requires further review on both cost and district IT involvement before for moving forward. • Microsoft Office 365 provides access for students and staff to programs such as Word, PowerPoint, and Excel. This request is referring to integrating Office 365 with Canvas. The council recommended the creating of an information sheet listing all apps available explaining what each one does, the current access (is it available or not), licensing information, etc. If the decision is to turn on numerous apps without a great deal of vetting, we need to communicate what, if any, internal campus or IT support is available. • We need to consider standardizing our forms across the district since many are using various softwares, such as Form Stack, Google docs, etc. • It was recommended that we determine clarity where prioritization takes place at TCC or Chancellor's Cabinet.

<p>D. TCC Governance Survey</p>	<p>There will be an annual governance survey for both TCC and TAC. The last one completed for TCC was in 2019 and since TAC is new it has not had one yet. Kerry encouraged the members to complete the surveys. Action: Kerry will work with Sam Ballard, Research and Planning Supervisor to update the survey and send it out.</p>
<p>E. Board Policies/ Administrative Policies</p> <ul style="list-style-type: none"> • BP/AP 3720 Computer Use • BP 6335 Technology Replacement 	<ul style="list-style-type: none"> • BP/AP 3720 Computer Use (CCLC Update) <ul style="list-style-type: none"> ○ Action: Eric and Kerry will review with CTC. • BP 6335 Technology Replacement (6-year review) <ul style="list-style-type: none"> ○ Kerry said to put a hold on this BP 6335 until we have an Interim AVC Technology.
<p>F. Standing Reports</p> <ul style="list-style-type: none"> • Technology Advisory Committee (TAC) • Website Communications Committee 	<p>TAC Update</p> <ul style="list-style-type: none"> • No additional updates from TAC, they have similar agenda and updates as this meeting. <p>Website Communications Committee Update</p> <ul style="list-style-type: none"> • We learned through the power outage at Cuyamaca, we don't have an emergency banner to add on our website. Anne Krueger is working on purchasing this and getting staff trained on it. • The PIOs are encouraging both campuses to post events on the calendar. • They are working on updating the website style guide.
<p>G. Other Discussion Items</p>	<ul style="list-style-type: none"> • IEPI contains a lot of IT items and will be shared shortly. • Michael Carr's last day is on the 23rd and not sure if there will be back fill for this critical position. • Pat Setzer is retiring after 25 years with the district. His last day is also on the 23rd and all wished him the best!
<p>H. Next Meeting</p>	<p>HOLD: Wednesday, March 17, 2021 at 10:30 AM - 12:00 PM Via Zoom</p>