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| **TESS Executive Committee** | **May 17, 2012****Minutes****11:00 a.m. –12:30 p.m.** |
| **TOPIC** | **DISCUSSION** |
| Review of the Minutes | Motion to approve by Alisa Moore, seconded by Jeremy Sims  |
| Introductions  | All members introduced themselves; Glen Kuck, Andrew Chang, Everett Garnick, Jeremy Sims, Alisa Moore, Rebeccah Warren-Marlatt, Cheryl Marshal, Craig Petnick, Janet Johnson, Jeremiah Gilbert, Jason Brady , Karen Childers |
| Committee Charge | Develop, monitor, and update the Technology Strategic Plan, ensuring alignment between the District-wide use of technology and the Board of Trustee’s imperatives. |
| Schedule | 09/07/12 – Review Committee Charge/Review Progress to Date/Discuss Prioritization Criteria11/09/12 – Update/Review Progress/Request Direction on Emerging Issues01/25/13 – Update/Review Progress/Start work on 2013-2016 IT Strategic Plan05/03/13 – Summarize Progress Towards Goals and Recraft Focus for NextY |
| IT Project Prioritization Process | Glen reviewed the new IT Project Prioritization Process and timeline. The process was initially discussed and accepted at the March 2, 2012 meeting but the members felt it was important enough to meet with the VP’s and Academic Senate at both colleges for feedback and acceptance. Glen reviewed sample criteria for project priority listing; the committee will discuss the criteria aspect at the September meeting. The TESS Executive committee fully accepts this new process. |
| District Strategic PlanProgress Update | No major updates. The decision as of now is to hold off on the HR and Fiscal Services Datatel packages but we are taking advantage of the “low lying fruit items” that were identified in the BPA.  |
| Committee Reports | Minutes are posted on District web-site: [http://www.sbccd.org/District\_Faculty\_,-a-,\_Staff\_Information-Forms/District\_Committee\_Minutes/DETS\_Committees.aspx](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/DETS_Committees.aspx)   |
| CHC Technology Services Report | Andy Chang reported that EduStream will be recording and streaming the Crafton Hills graduation ceremony. DVD’s will be available of the recording.  |
| SBVC Technology Services Report | Glen reported for Rick that Valley was able to replace 20% of their computers during the first round of the rotation plan. Part of their rotation plan this year included iPads, these have been very well received by students and instructors utilizing them. Glen also reported that TESS is working with the Math department on pre-assessment workshops. Jeremiah gave a brief description of the workshops and how it has helped Valley.  |
| Administrative Computing Report  | Everett reported that DCS is working on implementing Waitlists for Valley. There will be a pilot for the fall and full implementation in the spring. Resource 25, users are currently in training and this is the final user training. The next step is for Administrative Services to utilize the calendar this summer and utilizing the room scheduling by the spring of 2013. Student email was implemented over the spring break. Along with the email implementation, a password reset was also implemented that allows the student s and staff to reset their own passwords. Cheryl Marshall requested a flyer be available at the in-service day regarding the self-password reset and to include the savings this provides. Glen discussed password resets and complexity of passwords. Based on feedback received, passwords will only need to be rest every six months and the complexity requirements across the board are the same. Jeremy Sims will be working on a communication regarding this. DCS is working on a project that will require students and faculty to update their contact information every 90 days. Informer system has been implemented and is being utilized by the Researchers at both campuses. This system produces real time adhoc reports from the student information system.Core view produces Executive MIS reports.DCS is working with Financial Aid at Crafton to implement Sallie May debit cards.  |
| Technical Services Report  | Glen reported that the computer rotation plan will continue in the next fiscal year. Jeremy reported some important dates regarding student email. As of March 26th, error messages would be received, May 31st; the old system will be totally off line.DCS just completed replacing firewalls district wide. This implementation has doubled the speed at both Valley and Crafton.DCS is in the process of replacing the old Datatel server and hoping to go live with that either July 28th or August 4th.  |
| Edustream | Andy reported that the EduStream grant has been reduced for the next fiscal year based on the California State budget. The current grant is shared with Palomar college. Andy and crew is working with our State monitor to have the cuts more evenly distributed. Glen and Andy traveled to Sacramento to meet with the State to see about collaboration with DSPS to utilize the strengths of Edustream to help offset costs. A few possibilities that were discussed is to have EduStream host the AMX database.  |
| Distance Education  | No update  |
| Next Meeting | September 7, 2012  |