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| **TESS Executive Committee** | | **November 9, 2012**  **Minutes**  **2:00 p.m. –4:00 p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Jeremy Sims, Keith Wurtz, Andrew Chang, Wayne Bogh, Rick Hrdlicka, James Smith, Cory Brady, Jason Brady, Robert Levesque | |
| Review of the Minutes | Motion to approve by Rick Hrdlicka, seconded by Wayne Bogh | |
| Committee Charge | Current 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;  Proposed Charge:  Develop, monitor, and update the Technology Strategic Plan and District IT Prioritization Process, ensuring alignment between the District-wide use of technology and the Board of Trustee’s imperatives; Review, prioritize and monitor District-wide IT projects.  The committee reviewed the proposed change, the motion to add the District IT Prioritization Process to the Committee Charge was made by Rick Hrdlicka, seconded by Cory Brady. | |
| Schedule | It appeared that attendance has tapered off. Based on a recommendation by Rebeccah, the number of meetings has been reduced to four per year and will involve action items rather than just being informative.  09/07/12 – Review Committee Charge/Review Progress to Date/Discuss Prioritization Criteria  11/09/12 – Update/Review Progress/Request Direction on Emerging Issues/Prioritize Projects  01/25/13 – Update/Review Progress/Start work on 2013-2016 IT Strategic Plan/Prioritize Projects  05/03/13 – Summarize Progress Towards Goals and Recraft Focus for Next Year/Prioritize  Projects/ Evaluate Committee  There were no questions or concerns regarding the above referenced schedule. | |
| Project Prioritization | Cory provided a brief overview of each project and the decision making process the TESS Managers went through. The projects for the fall 2012 are:   1. Colleague UI Software Install 2. Sallie Mae 3. Open CCC Apply 4. Communication Management Award letters 5. Communication Management Appeals   Cory also reported that the first four projects listed on the 9/7/2012 Project Prioritization recommendations would be completed with the twelve week timeframe. The 5th project, ImageNow is in process but due to the amount of time to get the necessary paperwork and contracts signed, it is not on the list right now. | |
| District Strategic Plan  Progress Update | Glen gave an update to the board. The committee is postponing updating the plan until the next fiscal year | |
| Committee Reports | Minutes are posted on District web-site: <http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx>  Jeremy reported that the Technical Services committee has met and the committee is in the process of updating the communication plan. The first draft of the proposed changes to the plan will be submitted to the TESS Managers on the 27th of November for review.  Jason reported that the Web standards committee is working on use of the student email, training, web accessibility and usage recommendations.  Andy reported that User Services committee had met and discussed local standards at the campuses for hardware, non-enterprise classroom technology, laptops, PC’s, tablets. There is currently no official policy in place regarding the support of tablets. The committee discussed that the campuses will not actively support tablets, but will do the best they can. Laptops and PC’s are pretty much standardized, and the committee concurred that they get the most benefit from computers and laptops priced between $1,000.00 to $1,500.00. The committee also discussed software at the colleges, what non-enterprise software can be best utilized by both colleges. The committee feels it would be beneficial to have a catalog of licenses and it was suggested that they committee use the case appliance to pull a list of software that is installed on PC’s and prepare the list of licenses from there. The committee also recommends that feedback is solicited from the end-users on their experience on hardware and software and bring recommendations back to the TESS Executive committee based on the feedback received.  Cory reported that DAWG has now taken the place of the Administrative Application committee. The committee meets weekly and is currently reviewing the agreement with the State Chancellor’s office on “my edu”. This is a free program that is in a pilot phase with other community colleges. This primarily provides an on-line planner that students can use to track their degrees, get feedback on faculty and classes. The committee is also discussing and preparing for the 2013 spring registration and Web Advisor. | |
| CHC Technology Services Report | Wayne reported that Crafton is in the middle of a roll-out of new computers. Discussion followed on what the standards were for the purchase of new computers, or laptops. There are three versions, the all in one, a 23 inch screen, 22 inch screens on the desktop with single or dual monitors, all with a minimum of 4gigs.  Crafton did purchase a hundred unit VDI appliance for several of the Labs. | |
| SBVC Technology Services Report | Rick reported that Valley is working feverously to get all of the computers that have been purchase out of the warehouse and deployed. The printing in the library has been switched to self-serve so the students do not have to pay at the counter and this service will be deployed to five other labs on the campus. A lab space is being implemented near the admissions and counseling department in order to facilitate “same day pay”. Students will be given access to Web Advisor in order to register and pay. | |
| Administrative Computing Report | Cory reported that the department has been relatively busy the last three months redefining the team and moving forward with filling the vacancies. The applicants for the Systems Analyst position will be undergoing testing soon and then those candidates that pass the testing will move forward through the interview committee process.  The Department is preparing for the 2013 spring registration which included the new student success mandates that are being implemented.  The primary thing the department is doing from an MIS standpoint is a resubmission of the 2010-2011 financial aid submissions do to people submitting to many zero bogs. The resubmissions were submitted last month. The state has not announced the results of the resubmissions yet. | |
| Technical Services Report | Jeremy reported that Mike Tepner, one of the Senior Technology Support Specialists, has resigned and the District wishes him luck but the area will be down one employee until the position has been filled  Jeremy reported that with the PC replacement, he has purchased all of the laptops and one of the “one-in one” units, but he has some concerns with the functionality of the unit so he will be testing it prior to purchasing any more.  Jeremy announced that San Bernardino Community College District is the first district in California to have a 10gig internet connection. The connection went live at Valley last week.  The infrastructure project for this fiscal year will be a complete overhaul of the switches. Jeremy has the quotes and is just waiting to get the budget numbers for the telecommunication pieces. | |
| Edustream | Andy reported that next month EduStream will be rolling out the integration with Automatic Sync Technologies. Automatic Sync Technologies is a company that does captioning for videos. After the integration, users will be able to get an account with Automatic Sync Technologies once they get an account they can plug their account into EduStream one and from then on, any video they upload, will have the option to go to AST for captioning and payment for the captioning can be made through several different methods.  EduStream 3.0 will have new functionalities and is in the testing phase right now with an anticipated roll-out in Janaury.  EduStream has been requested to do live-webcasting for the Presidential forums. | |
| Distance Education | The Distance Education Coordination Council (DECC) has collectively decided to limit the amount of storage space faculty have in Blackboard to 1 Gig per course shell. The reason for this limit is three fold:   1. When faculty exceed this limit, students start have to have issues accessing content; 2. Faculty start to have issues managing their course; 3. Cost containment   This change impacted about 15 faculty that exceeded the 1 Gig threshold. The DE office is helping these faculty migrate this content to EduStream. Even though hosted in EduStream, the experience for Blackboard students will be seamless.  There are 25 applicants for 2 Instructional Specialist positions. Interviews will take place after the Thanksgiving break. | |
| Future Meeting | January 25th, May 3rd | |