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| **TESS Executive Committee** | | **January 25, 2013**  **Minutes**  **2:00 p.m. –4:00 p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Glen Kuck, Jeremy Sims, Jason Brady, Rick Hrdlicka, Andy Chang, Craig Petinak, Cory Brady | |
| Review of the Minutes | Minutes approved by consensus | |
| Committee 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. | |
| 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/Request Direction on Emerging Issues/Prioritize Projects  05/03/13 – Summarize Progress Towards Goals and Recraft Focus for Next Year/Prioritize  Projects/ Evaluate Committee | |
| Project Prioritization | See handout  Glen has a retreat with the Chancellors Cabinet and will discuss the fact that while we have a process to prioritize projects, we have a staffing issue to get the jobs completed. Glen is going to advise Chancellor’s Cabinet that we need additional staffing in the Administration Applications area.  Cory reviewed the listing of projects; there are eight projects on the Winter cycle charter list that have not been started yet. Glen listed all of the projects on the whiteboard and the committee voted on the prioritization. The results are as follows:  1.Colleague UI 4xx software implementation (Project five)  2. Sallie Mae Debit Card Implementation (Project three)  3. Open CCCApply Migration/Implementation (Join) (Project six)  4. Pre-Requisite/Co-Requisite Drop: Automation of XPRR (Project one)  5. Add Non-Term Processing to XWOB (Project two)  6. communication Management-Appeal Notices Implementation (SBVC) (Project seven)  7. Communication Management –Award Letters, Missing Information Letters Implementation (SBVC) 9Project eight)  8. Online Registration for fee Based Courses (EDTC) (Project 4)  If the deadlines are not met, Cory will communicate back to the requestor | |
| District Strategic Plan  Progress Update | No major update to report | |
| 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> | |
| CHC Technology Services Report | No update | |
| SBVC Technology Services Report | Rick Hrdlicka reported that the DHCP (Wi-Fi) problems at Valley have been patched and moved and now appear to be working.  Construction of the Business building will be starting soon. Rick is getting quotes on the equipment. The deadlines are late March to install the equipment, move in June and the first class in the fall of 2013  All new switch gears arrived; the employees are getting trained on Extreme.  Moving from a G to an M network with more bandwidth. Should see a huge distance in the wireless.  The New Marquis are going hot very soon. Rick will work with Craig Petinak to test. | |
| Administrative Computing Report | Cory reported that the department is busy keeping the system up and running for spring registration. There was a problem with Web Advisor in December but the department created a work around. DCS is still working with Datatel to determine what caused the issue.  The department is working with the state on submitting bogs, The state has not provided a definitive number yet so no determination has been made in regards to funds that may be owed to the state.  The area is working on the projects; XOBN is currently the highest priority. | |
| Technical Services Report | Jeremy reported that there was a problem on Friday January 18, 2013 and the district lost a power supply on a Datatel server. A replacement supply was received and DCS is working with Hewlett Packard to determine what happened.  The PC rotation for the District is well underway and should be completed by the end of next month. With utilization of the infrastructure funds, DCS will be replacing most of the switches throughout the District.  DCS is hoping to move forward with Exchange Online; Jeremy hopes to have a recommendation in process by the end of January.  Glen indicated that the District would like to move forward with the Contact Center. Jeremy provided a brief overview of the system. | |
| Edustream | Andy reported that EduStream implemented the Automatic Sync Technologies. AST is a company that does captioning for videos. Users are now able to get an account with Automatic Sync Technologies and 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 had to cease the on-line tutoring project due to budget cuts. The project will be re-explored if funds are received.  EduStream is working with an outside agency to create a business and marketing plan to increase the revenue outside of the state allotment and to move towards being self-sufficient. . | |
| Distance Education | Glen reported that DE is still trying to fill two Instructional Support Specialist’s positions. The positions are currently in the committee review process and the hope is to go to the March board with the potential hires.  Blackboard has been very stable; the biggest problem is the size of the content material. A limit of 1 g has been implemented. There is a new version, with a radical design. The faculty is reluctant to move towards the new version, faculty is happy; blackboard is stable, so no upgrade at this time.  Blackboard mobile is on the horizon, but waiting until the vacancies are filled. | |
| Future Meeting | May 3, 2013 | |