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| **TESS Executive Committee**  | **May 6, 2016****Minutes****10:30 a.m. – 12:00p.m.** |
| **TOPIC** | **DISCUSSION** |
| Introductions | Yvonne Beebe, Glen Kuck, Andy Chang, Jeremy Sims, Trelisa Glazatov, Rebeccah Warren-Marlatt, DyAnn Walter, Jason Brady, Jonathan Flaa, Donna Hoffmann, Karen Childers, Mike Strong, Michelle Riggs, Rick Hrdlicka |
| Review of the Minutes | Minutes are posted on District web-site: [http://www.sbccd.org/District\_Faculty\_,-a-,\_Staff\_Information-Forms/District\_Committee\_Minutes/TESS\_Committees.aspx](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx)Motion to approve by Rick Hrdlicka, seconded by DyAnn Walter.  |
| 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. |
| Tentative Schedule | 05/06/15 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business Complete Annual SurveyGlen reported that this is the last meeting for this year. Next year the committee will work on redoing the IT Strategic Plan. The committee will probably need to meet more frequently in order to work on the plan. A schedule of next year’s meeting will be sent to the committee members. Glen reported that the Progress Report was sent out for the District Technology Goals and he was very pleased with the accomplishments made by Admin Apps, DE and Technology. Movement to the ERP helps to address a lot of the obstacles the District has been facing for quite a few years.  |
| Written Reports | See handout. The written reports were sent via email to the committee members. If committee members have any questions concerning the reports, the member may contact the individual who prepared the report.  |
| District Technology Plan Update | See handout. As Glen indicated, the District is at the tail end of the plan and will work on a new plan in the upcoming year.  |
| Project Discussion and Prioritization  | -Elimination of customizations that are not state/federal mandates;-Moratorium on new projects;-Cutting edge, not bleeding edge adoption;-SIS reviewGlen reported that the District’s Achilles heel, has always been over-customization of the core environment. This over-customization causes problems, things break and it requires staff time to fix the problems. There has been no increase in staff, and the current staff is spending more time “fixing” issues, which does not allow time to take on new projects. This situation is further impacted when a State mandate comes out. Based on the staffing issues as well as the issues with over-customization, Glen wants to propose, unless it is legally mandated, no new customizations. Glen also want to propose placing a moratorium on new projects for six months, hopefully less, in order to allow time for Admin Apps to get caught up on projects. The other issues is the notion of being part of the “leading edge” in a new State initiative. If the District jumps on being a part of the “leading edge” the District becomes part of the trouble shooting, and the staffing is not in place to take on this additional responsibility. Glen is requesting the committee to keep this in mind while prioritizing the project requests. SIS review- Student Information System. Glen reported that the District has had Colleague since 1999. In the past year, there has been mixed signals from Ellucian on where they are going with Colleague. Glen recommends the District do a product review, see what is available. Andy provided an overview of the current Internal and vendor projects. Based on Glen’s comments regarding customization, Andy reported that the, Processing Scholarship checks via Colleague, Internal project request will be cancelledMichelle Riggs, Yvonne Beebe, and Karen Childers provided an overview of their project request, AcademicWorks Scholarship managementRebeccah provided overview of Ability of students to audit courses. Current board policy in place pertaining to allowing students to audit courses but no system in place to allow the auditing. Glen stated there may be exposure for a lawsuit. Rebeccah indicated there needs to be conversation with both colleges before they prioritize. Keep this item on the DAWG agenda and then revisit the project request. Glen will also place on Chancellors Cabinet. The committee voted to make the AcademicWorks; Scholarship Management number 3 on the Internal list. Ability for Students to audit courses is on hold pending additional information. Regroup Emergency Notification System is number three on the vendor list.  |
| District ERP | Andy reported that Yvette Tram has been assigned the Project Manager taks and the District is actively working with Oracle and High Street, in implementing the finance side. We are also working with ADP on the Payroll and HR side. Meetings with the vendors are going well. The District is currently in the modeling phase with the vendors, how the District currently performs the tasks and how they can better perform the tasks so that the improved version can be implemented. As part of the move to the new systems, the district has to obtain the information from the county. The County needs to provide a Project Manager to assist with moving the data off of the county systems. Jose Torres is playing point on working with the County to extract the information the district needs in order to move off of the county systems.  |
| Ellucian Services/Hosting | Andy reported that Ellucian is currently managing our Colleague environment. There has been some growing pains with this process but overall it has reduced the number of help desk tickets. One of Ellucian’s long terms goals is to assist us in minimizing our down-time during the week-day and increase our up-time to the users. Andy reported that he is working with Ellucian to increase our managed services and move to hosting. Once Ellucian is hosting, Ellucian will be up 24/7. The anticipated time frame is Spring of 2017.  |
| OEI Initiative and Canvas | Tre reported that Valley has not made a final decision yet in regards to moving off the Blackboard LMS to the Canvas LMS. There was an event on March 4, 2016. The event was open to both campuses and included State representatives from the OEI, EPI and Common Assessment to answer questions. Valley hosted four faculty forums to allow faculty to ask questions pertaining to the potential transition. The goal is to try to get it to SBVC senate before the end of spring. Crafton has made the decision that they would like to move to Canvas. |
| Blackboard Connect/Regroup | Glen reported that Blackboard Connect is the current emergency notification plan for the District. It is a mass communication tool that allows the District to send out text messages, emails, and phone calls to either select groups or to the entire District. The balancing act however is students can elect to opt out of the system if they choose and therefore would not get emergency notifications. Reports show that approximately 5% of the students due choose to opt out of the notification. ReGroup is also a mass communication system. Glen emailed out to the Chief Information Officers Listserv to see what other colleges were utilizing. The Colleges that replied indicated that they were utilizing or looking at a product called ReGroup. Glen gave an overview of features offered by Regroup. One of the major features is the students can elect to opt out of select notifications but would still receive emergency notifications. There was a demo yesterday with the key individuals that are involved in the notification process and the consensus of the members in attendance indicated they would like to move to ReGroup.  |
| Miscellaneous | No items discussed  |
| Future Meeting | TBD |