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| **TESS Executive Committee**  | **May 5, 2017****Minutes****10:30 a.m. – 12:00p.m.****PDC 104** |
| **TOPIC** | **DISCUSSION** |
| Introductions | Rebeccah Warren-Marlatt, Andy Chang, Jeremy Sims, DyAnn Walter, Anna Mendez, Jason Brady, Rick Hrdlicka, Trelisa Glazatov, Glen Kuck |
| 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 Rhiannon Lares.  |
| 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. |
| Written Reports | See handoutIf there are any questions regarding the reports, please call the individual that prepared the report.  |
| Help Desk | Jeremy discussed the status of the in-house helpdesk with the group. Jeremy will be hiring 2 new employees to man the phones for the helpdesk. TESS managers will interview 2 internal candidates next week. Helpdesk is set to go live on September 1st. The new ticketing system and IT tracking system will be SchoolDude. Insight is live but have to wait until June for ticket system. Jeremy has reached out to SchoolDude for planning documents to be completed prior to setup. A contract is in place with Converge-One to implement a UCCX contact center for the helpdesk calls. This system will allow any IT member to login and take calls. Arlene asked if the old tickets would be imported into the new system. Jeremy stated the open tickets would be but further investigation on what historical ticket types need to be imported due to a majority of our tickets being PW resets. Jeremy stated that students would no longer be able to call the helpdesk for anything other than Canvas. Password resets will no longer be handled by helpdesk and students will be directed to use the self-service PW reset. Osman stated that this may cause an issue with students not having an option to call in and place a ticket. |
| Canvas Update | Tre reported that the District technical migrating is 99% complete. Meeting with the vendor next week to ensure all is going well. Emails have been sent to faculty notifying them of the dates. Go live is August 2017. All fall courses will be in Canvas. The appropriate changes will be made to the District website and DE is working with Marketing to ensure all students are notified. DE will have one-on-one employees with faculty to assist them in putting their courses in Canvas. Week of June 7th, DE will be at Valley for a workshop with staff on Canvas. Pilot this summer at Valley, the OEI student readiness course. Two components, free web based model that the OEI has developed and a smarter self-assessment piece that students can take to ensure they are ready to take online classes. Will be available to all in September. Will check with Left-lane at Crafton to see if they can offer the same pilot.  |
| District Technology Strategic Plan Revision Process | Andy and Jeremy reported they are the tail end of the current plan. Jeremy and Andy are rewriting.* Plan will be developed for a 3 years plan. DTSP is a 3-year plan that coincides to the colleges 6 year planning cycle. This allows for a readjustment of tech plan at the 3 year mark to account for any changes in Technology and college strategic direction.
* Plan creation process:
	+ September TESS Exec meeting
		- Review Progress that was made on last DTSP;
		- Current technology landscape presentation: This will discuss the various inputs, categorized by theme, to the DTSP (outstanding previous goals, Educause, other plans, KVCR, CISOA/State initiatives, etc...), lay the groundwork and set the context for SWOT analysis.
		- Conduct SWOT Analysis w\ TESS Exec Committee
	+ TESS to create proposed goals and supporting strategies from SWOT data that are aligned with the colleges goals. Tess will seek feedback to these from committee via e-mail.
	+ TESS Exec meeting January
		- TESS to present rough draft of the Themes/Goals/Objectives/Action Steps for final review and input
		- Review DTSP Vision and Mission to see if we keep or revise.  If we keep then, with the edits, will send out District wide for review;  If change, then facilitate discussion and prepare draft that will go back to TESS Exec;
	+ TESS to present rough draft to other collegial consultation groups for input.
	+ TESS Exec meeting May
		- TESS to present final draft of DTSP for approval by committee.
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| TESS New/Re-Hires | Jeremy reported he has new positions, may be hired next weekData Analyst started last Monday. Two additional programmers one starting June 6th and the second starting late June, after June boards. Through Program Review was approved for an additional System Analyst. Waiting for the budget from the State Chancellors office and hoping the position can be filled. LMS administration position. Print shop is fully staffed. Valley has a new hired, goes to board next week as a Technology Support specialist. Has an expansion to his team in December.  |
| Colleague Migration to Hosting | Still on track. Started testing in our new environment today. May 18th, migrating the Colleague environment to the Cloud. Notification has been sent that Colleague will not be available. No volunteers to test the weekend of May 18th from Valley. Quite a few volunteers from Crafton. Andy will have his staff reach out to individuals they know.  |
| Project Discussion and Prioritization | Andy gave a report of the current projects and there status. ERP- ADP goes live on Monday May 8th. Oracle will not go live until late August. New projects: After much discussion, the TESS Executive committee prioritized the new project as follows: 1. Bog Eligibility between campuses
2. Common Assessment Initiative
3. Maxient Student Conduct Software
4. Coding of Residency status
5. Local Educational Agency (LEA) Medi-Cal billing program
6. CCCApply Import Automation
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| Future Meeting | TBD |