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| **TESS Executive Committee**  | **April 27, 2018****Minutes****10:30 a.m. – 12:00p.m.****PDC 104** |
| **TOPIC** | **DISCUSSION** |
| Introductions | No self-introductions were made.In attendance: Andrew Chang, Shari Blackwell, Jason Brady, Jeremiah Gilbert, Jeremy Sims and DyAnn Walter. |
| 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 Jeremy Sims.  |
| 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.There will be no change to the committee charge. |
| TESS New/Re-Hires | * Cherishea Coats will begin on Monday as the new Distributed Educated Administrator. Cherishea will be helping on the the Help Desk side. Canvas currently does not have Help Desk support during normal business hours. Cherishea will be providing support on Canvas as well as helping faculty with their courses as well as training with faculty. Rhiannon and Trelisa will focus on design with faculty.
* Roger Robles has begun working at TESS as a Senior Technology Support Specialist. He comes to us from the University of Redlands. He is currently busy working on Help Desk tickets and is working out very well.
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| Project Discussion and Prioritization | We have not yet tackled the District Technology Strategic Support Plan. Andy has been holding off on this as it is felt that whoever ends up in the Executive Director for TESS position permanently should drive the 3-5 year vision for the plan. Hopefully we will have someone permanent in the near future. Andy asked for input from this committee and will send back for review and any changes. The plan is to go off the college Educational Master Plans; Campus Technology Strategic Plans and District Support Plans to support those missions and objectives. We will have outside input from the League of Innovations on the ten most important things we need to be aware of; Chancellors office at the State level and EduCause. TESS will align itself with whatever the campuses are trying to do. |
|  | Two projects were prioritized during the last cycle but have not been started due to the lack of resources. * Courseleaf is Valley’s solution for the curriculum catalog and scheduling software. This is passed all the legal hurdles and is moving forward to purchasing and we are now bringing to the forefront. This is a vendor project.
* Scholarships checks is a request from district fiscal. We need to be able to print scholarship checks from Colleague. District wants to bring in an Admissions & Records expert on the Colleague side.
* ATM cards are currently given through Blackboard for Financial Aid. They can use this to buy books, etc. Bank Mobile purchased Blackboard pay so we need to migrate by the end of this calendar year.
* SLO Cloud/Student Level has not been started yet.
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|  | The following projects were prioritized as follows:1. Bank Mobile Migration
2. Courseleaf
3. SLO Cloud Student Level
4. Scholarship Checks

Auto enroll for waitlist status is currently being worked on. One issue currently is that we were able to enroll the student when a spot opened up in a class, but when two student spots opened up you would expect it to enroll two students but it was only enrolling one student. The preferred name from the open CCC apply for what the student wanted to be called is what faculty wanted to be populated on their rosters. Both colleges asked to pause the project because students may choose inappropriate names until they put policies and procedures in place. They want students to go into Admissions & Records and have the name approved prior. Then it can be put into the system.CAI is officially dead. They no longer feel like it was appropriate for assessments. They now want to move with multiple measures. Colleges integrating high school GPAs assessment scores into how they place the student. The state stopped the common assessment. Counselors are taking the lead on this at Valley. Yancie Carter has provided full charts but a lot has been working with Accuplacer. Placing equivalencies in the system to allow them to register for the class they were placed into.Meeting adjourned at 10:49 a.m. |
| Future Meeting | September 28, 2018. |