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| **TESS Executive Committee** | | **September 28, 2018**  **Agenda**  **10:30 a.m. – 12:00p.m.**  **PDC 104** |
| **TOPIC** | **DISCUSSION** | |
| Introductions |  | |
| 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> | |
| 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. | |
| TESS New Hires – **TESS Managers** | * Data Analyst * Sr. Technology Support Specialist * Distance Education Administrator * Telecommunications Specialist | |
| ACCJC Accreditation standards – **Jeremiah Gilbert** | The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness. Accredited colleges in multi-college systems may be organized so that responsibility for resources, allocation of resources, and planning rests with the district/system. In such cases, the district/system is responsible for meeting the Standards, and an evaluation of its performance is reflected in the accredited status of the institution(s).    1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.  2. The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.  3. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.  4. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment. | |
| Important MIS updates – **Dianna Jones** |  | |
| State Chancellor’s Accessibility requirements – **Jason Brady** | * Accessible Technology Development and Procurement * All Accessible Electronic Documents, especially to students * Accessible Course Materials * Accommodations by DSP&S   <https://cccaccessibility.org/> | |
| DE/Canvas updates – **Rhiannon Lares** | * Survey tool for Canvas * Other | |
| Student Information System update – RFP (request for proposal) – **Andy Chang** |  | |
| Project Prioritization – **Andy Chang** |  | |
| Other Business – Open discussion (Anyone) |  | |
| Future Meeting | February 1st, 2019 | |