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| **TESS Executive Committee** | | **September 28, 2018**  **Minutes**  **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>  Keith Wurtz asked for a correction to the minutes on Project Prioritization of SLO Cloud to Standard IB6. Motion was moved to approve by , seconded by . | |
| 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, behind on MIS reports. Corrina Baber has transferred over from the Valley site.   + New Distance Education Administrator for Canvas, Cherishea Coats. Working out really well.   + Roger Robles, Senior Technology Specialist. He is a replacement for Laz Mascarenhas. Roger working out great, he has taken over with no problems, has expertise and is helping a lot with new applications.   + Telecommunications Specialist, Kevin Limoges, as a back up for James Harris. Came from Wayne’s area at Crafton. He is great, haven’t had to train or show him much.   + Trelisa Glazatov, Instructional Technology Specialist, resigned earlier this month so we are in the process of looking for a replacement.   + Gino Barabani, Department Technology Specialist at Crafton, is retiring. | |
| ACCJC Accreditation standards – **Jeremiah Gilbert** | Jeremiah Gilbert stated that we are preparing for the Accreditation site visit in Spring 2020. The ACCJC task force grew into an Institutional Effectiveness Committee that Jeremiah chairs. One of this Committee’s tasks is accreditation. While it falls on the campuses, there are district components to accreditation as well. Standards and district committees have been mapped to find evidence needed and help find gaps. There are three standards: IIIB, IIIC, IVD. This committee will focus on IIIC. IVD is the specific standard for multi-campus districts. IIIB, which is physical resources, more of Hussein’s area (Facilities), but mapped here like equipment and cost of ownership.  IIIC - today, applies to all standards. On the first page, there are five standards. ACCJC just came out with a new guideline book which starts with second page of highlight. Possible sources of evidence and what they are looking for in review criteria. C1 – technology services, etc. Jeremiah reviewed the list with attendeesJeremiah. Everyone has a list of possible sources of evidence. Going to different committees if you can help Jeremiah gather evidence, possible evidence is policy and procedure. Is it current. This will be the Chief Technology Officer’s first task. | |
|  | BP3720 for One Drive. When collecting our information, it needs to be in some place where we need to store it. Jeremiah is working on that. Starting with 4D, for each standard, possible evidence, then creating a table. Any issues or concerns that come up on one drive please inform Jeremiah. With TESS Exec his hope is that as many eyes that we have on this to get this done will be very helpful. Identify district plans and get them posted in one place. There is a plan out there but he cannot find it. Jeremiah will let Andy know and will start creating shared files. Jeremiah asked that you please feel free to email him. As you discover evidence please post it. If policy is out of date or we do not have one, please notify Jeremiah. We need to get on top of this. Rick suggested a group in One Note 365. All in one place instead of dropping everything in One Drive. A lot of information on how to manage groups. Jeremiah has not launched anything yet as he is trying to find out a way to manage this. Andy proposed that TESS managers take a stab at this and bring it back for the next TESS Exec Meeting. Standards III are specific. Jeremiah is waiting for Celia Huston to give him her timeline. Each campus needs to do an ISERVE. In spring start drafting, fall will be finalized. Get it sent out to ACCJC about 6 weeks before site visit. That’s how they decide who they will want to see. Whether they come for a half day or a full day. Sometimes evidence will meet many standards and there will be repetition. | |
| Important MIS updates – **Dianna Jones** | * Every year the state will implement new fields to existing fields. There have been quite a few this year. Many implemented for summer term, such as pre-apprentice code, although to our knowledge there were no pre-apprenticeship programs. The code was added in the event some are added, we will be able to report accurately. There is a need to have more technical vocational education programs so students can achieve a certificate and get a job. * Added a CCD ID number. We are able to import into Colleague and store from college to college for each student with a CCD ID number. * Single sign on to STAR and Minepath. Will capture the CALPADS student IDs. * New student transgender status code has been added which has the ability to store information on whether the student identifies with transgender or not. This information is only accessible to only one individual per district. Jeremiah has been identified as the one individual for the SBCCD district. So far we have not received any student information. * Sexual orientation. A student may identify as, however if nothing is noted, it is unknown, uncollected. This is summer reporting. They are there now, admission updated our system, so we can capture that data, so we have a place to store it. * CalWORKs added students time limit to their forms in Colleague. Status for student for the eligibility time limit ends within two years, not two years, unknown, not reported. Field is on their form that they use daily. This element came for summer, however data had already been sent to the state. If they would like to add, they would need to go back in for each student and update before fall term. * Student groups/special populations added a new value to the existing student, IED, integrated education distance and training. We currently do not have any students identifying as such. If they participate, we are not in career advancement academy as colleges do not offer them. | |
|  | * Eight elements have been added in student populations:   -Fatea (student) such as economically disadvantaged, whether that source came from a county source.  -Ex-offender status, it is self-identified now  -Student homeless status  -Long-term unemployment status, we would have to first ask them.  -Cultural barrier status.  -Season migrant worker status. This information comes from Financial Aid.  -Literacy status. Identifies student as whether they are college ready or workplace learning status. Elements are there to be reported once they identify the students.   * New elements also came for Financial Aid, which removed subsidized and unsubsidized codes for award codes. * Student Assessment identified literacy of a student. There are different educational functional levels in assessment test scores, reported for each student. There are about seven levels. There has been some talk about number of levels to the pre-requisite from changing from eight to two. Either you are ready, or you are not. This will help students move further. | |
| 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/>  By EE, a letter the Chancellor sent out to List Serve references an audit that took place last December that looked at State and Federal accessibility not being met. This letter emphasized things that touch part of the college. Accessible Technology 508, Procurement 504, electronic documents, students, staff, faculty, public must be accessible. Course materials that the vendor provides to be put into Canvas. It is our responsibility to make sure they are accessible or could be accommodated by DSP&S. CCC accessibility center, run by Sean Keegan, HT Center has had a lot of training. Cover all accommodation requests. Curriculum design can be accommodated or is accessible. Some things that aren’t accessible and are very difficult to make accessible. Example is the Photoshop course. That is not accessible and needs to have an equitable accommodation, which is difficult for someone who is blind. Program included an internship, they waive internship, student said not acceptable. Student was helping directing in the catwalks. Catwalks were not accessible to person in wheelchair. Must make some form of accommodations. Accessibility standard, for the community colleges, this is what you need to be doing. What is the suggested way of meeting the requirement? Problem Jason has is procurement and curriculum design. Is it the employee or the district who is to make this accessible and upload information? We have a web standards committee, not a web accessibility committee. Need something on the instructional side. Students need to get equal access. A lot of people are working together. Make sure accommodations are known and then make sure that the committee is covered. Bring up with the Senates and then try to put together a task force from there. | |
| DE/Canvas updates –  **Andy Chang** | Back when using Blackboard, had built in survey to do faculty evaluations. Canvas was not a built in survey tool. Crafton is using Survey Monkey or Qualtrics to embed links to course shells. SBVC didn’t want to use either, they wanted more control. TESS was doing manual surveys, and pivot tables, trying to get away from manual processes. It has been done before. We are going to look with survey tools that integrate with Canvas, vet them to see if they meet the concerns of the Deans and faculty regarding faculty evaluations, get list and bring them back to the DE committee. The goal is to settle on a tool for canvas going forward. We need to have Crafton come view it as well. In the meantime, TESS will still do the manual pivot table for the rest of the academic year. We hope to integrate during the summer and use for the next academic year. There are about 3-4 programs that will work with Canvas that they need to review. This is only for the online classes. Paper is still being used in the classrooms. Jeremiah states that he pays $3K for Qualtrics so why not use it? It is Hybrid, because it falls under DE but will look to see if it is different, but believed it is Hybrid as well. | |
| Student Information System update – RFP (request for proposal) – **Andy Chang** | Colleague will be 20 years old next year. Experience leaves a lot to be desired on the student side. Other vendors are bringing out their offerings. We would like to explore with vendors and see what their products look like. We will be going through the RFP process now with vendors and do all the coordination with our folks but the outside vendors with their SIS’s. We will have a business process analysis, then go to the colleges as well as EDCT, with questions such as what processes and what would you like to have in place. With mapping, we will evaluate the SIS. Five areas are: instruction, admissions, Financial Aid, Counseling and EDCT. Primary users of our user information system currently. After BPA, we will conduct high level overviews, include all constituents, and evaluate one-day demos. We will then bring vendors back that passed, along with 3-4-day demos, platform that they like, and plan is to start integration process July 1st. Full migration of SIS would be 3-4 years but come out in a much more sustainable place. Have not signed anything yet. Director level, staff level, who do day to day. Colleague and Web Advisor is integrated information, so faculty would want to be involved in that process. Go to faculty chair meetings and receive feedback on our current job process. We are looking for a system that already does what we do without having to customize those features, such as features that are not in our system. Ellucian, WorkDay, and Oracle: Oracles is very new, not even out for public consumption. WorkDay has implemented in one college in Indiana. Andy going to conference next week for WorkDay Rising. RCC is in the same process we are. There is a move to centralize all our systems but, in the meantime, we need to do our due diligence and see what is best for us. Strata is doing this for other colleges. The process will be very transparent, include everyone needed. If there are questions at anytime, please contact Andy and he will get the information for you. | |
| Project Prioritization – **Andy Chang** | * SLO Cloud (student level) – this one hasn’t been assigned, will bring back to be reprioritized. One is the project requester and the other is project based. Standard IB6. Crafton jumped on it before Valley. * CCCIO – There is a new push from state to get CCC integrated into our systems. If we are making progress they will keep allowing us to use Canvas. CCID will be used by the state for various systems.   After discussion, prioritization (internal projects):  CCCID is #1  SLO Cloud (student level) is #2 | |
| Other Business – Open discussion (Anyone) | * Financial Aid – fee deduction. This is the original request to program the system that deducts the student fees, enrollment fees, from their PELL awards. That was what a programmer put in place sometime during the summer. Prior to going LIVE for Fall, we were asked to reverse that. There were projects on the back side where Fiscal had to process these fees dumping into separate buckets. Fiscal was not ready to do that. Because of changes in fiscal, they needed additional time on their side to accommodate for it. They are also adapting to a new system. We are keeping in touch with them on status and timeline. According to the audit trails, this change probably won’t be made to the next school year. Processes need to be in place to accommodate for it. Summer is still a possibility, but it is a matter of seeing where fiscal stands. Andy will keep up on the project. * How can concurrently enrolled students go in and change their name for preferred names? That was the original request. We spoke to Canvas, DE and requested in Starfish. In Canvas, the name isn’t secure. Other students can view their given name as well as their preferred name. Starfish didn’t have room for a preferred name. What we could do was for the rosters. Has a preferred name and display name in Canvas now but cannot edit either one? * District web design is waiting on rebranding. * Auto Waitlist - Currently testing for Crafton in hopes to have that available for the spring term. When students add to a waitlist and a spot opens for that section, they get automatically enrolled. If student is waitlisted and goes in and registers in the class, but a different section, they would have to drop their waitlist for the other section. Once you are enrolled, the system will not add them to two of the same course. * SARS Anywhere is a replacement for SARS GRID. It is not a huge update but makes it more accessible for students and staff to get to their own software. | |
| Adjournment | 11:45 a.m. | |
| Future Meeting | February 1st, 2019 | |