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| **TESS Executive Committee**  | **February 1, 2019****Minutes****10:30 a.m. – 12:00p.m.****PDC 104** |
| **TOPIC** | **DISCUSSION** |
| Introductions | Wayne Bogh, Jason Brady, Paul Bratulin, Luke Bixler, Joe Cabrales, Andy Chang, Rick Hrdlicka, Joe Ho, Donna Hoffman, Dianna Jones, Rhiannon Lares, Jeremy Sims, DyAnn Walter, Rebecca Warren-Marlatt and Keith Wurtz. |
| 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 , 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** | Andy introduced Luke Bixler, the new Chief Technology Officer for SBCCD. Luke stated he has met a lot of people and is excited to be here. As this is his first TESS Executive Meeting, his will observe and watch the current process and pick it up at the next meeting.After February, Andy hopes to do a rehire for the Systems Analyst position; Kevin Limoges is now a Telecommunications Specialist working with James Harris; the new Data Analyst is Corrina Baber. She has been great and working out well. |
| District Technology Strategic Plan – **Luke Bixler** | Luke Bixler is currently in the process of reviewing the last plan that ended in 2017 while connecting with other CTOs at other community colleges. Luke has worked on other plans at other private colleges. The next step to create the overall project plan. Luke stated that will be reviewed internally with IT team to ensure there are no missed steps and then review with the Chancellor and Cabinet. Once we have the approval we can start moving forward. Typically, we will go meet with all groups, hold a lot of meetings, be armed with good ideas to get everyone thinking creatively. We want to get the groups to think bigger. We want to look at the things we can do from the technology side to tie it to a bigger initiative. Once everything is flushed out, we can start to build the plan. |
| Technology updates – **Jeremy Sims** | Jeremy provided updates on the move of TESS and the Print Shop. The TESS location at 1289 Bryn Mawr original lease was to expire on March 24th of this year. The initial plan was for TESS to move to the new location by this time. However, it was negotiated with the leasing company that TESS stays at their current location through September. The hope is to have TESS moved in by September. All of the IT equipment has been purchased and received. The team is good to go as soon as construction starts. The Print Shop will be moving to Crafton. They are currently working on the weight of some of the presses and have some concerns that DSA review on that. Weight of some of the presses and possibility that some of the students can walk into the building. The Print Shop is scheduled to move on June 1st. |
| MIS updates – **Dianna Jones** | Dianna Jones stated that the State Chancellors Office has identified data elements specifically designed to report on non-credit programs.  However, in order to report our non-credit programs, a non-credit academic level must be setup, as there is a distinction between non-credit courses and non-credit programs.  A project request or help desk ticket should be submitted to create a non-credit academic level such as other CCC’s have done.  There are several MIS data files related to the implementation of a non-credit academic level and program.  These include Course Basic data elements CB04, CB11 and CB22; Student Enrollment data element SX04; and Student Success data elements SS11 – SS20.  Some institutional decisions need to be made such as:* Course (CB) credit status - Will all of our non-credit courses fall under a non-credit (NC) academic level and program, or will some of them fall under our regular credit undergraduate (UG) academic level?
* Enrollment (SX) grade – The only valid grades for non-credit courses are ‘SP’ Satisfactory Progress.  How to handle non-credit courses taken in the past.  Some of those have had positive attendance attached to them?
* Student Success (SS) file recently added 9 data elements (SS12-SS20) specific to non-credit programs.  There are 3 or 4 more to be concerned about.  Corrina is leading the research and Dianna is assisting.

After setup and testing of a non-credit academic level and non-credit programs, we will generate the MIS processes to determine the impact to MIS reporting.  There was a question posed regarding how/if enhanced non-credit funding is flagged in Colleague.  This is flagged in the Course Classification Status (CB11) as ‘J’ or ‘K’ on the ACOI form. |
| DE/Canvas updates – **Rhiannon Lares** | Rhiannon Lares stated that Canvas is running as usual yet; we do have increased usage.  Blackboard which usage was at about 50% but Canvas is at 70% usage within all classes which puts a strain on the department.  We are now only two people and were initially three.  We are trying to spread between two campuses with Valley College joining OEI the need for integrating more LTI’s into Canvas.  For Valley College is implanting a course evaluation tool, EvalKit is for online courses only to evaluate faculty that due for review.  EvalKit replaces the manual process which was done prior.  In Canvas we need to create 75 courses and add all students; which is a manual process.  The survey tool within Canvas is not that great.  Valley College paid for the EvalKit for two years.  They needed to submit the contract.  We are not doing the Office 365 Training automatically. However, it needs to be done.  We can add users to Canvas who need the training; we need to know who they are.  This can be added as part of the user application process.  Regarding student’s preferred names within Canvas, the issue was if someone wanted to go by a preferred name, it is not going to match a student’s legal name.  Canvas had issues in the past that no matter where you were if you click on the person's information and go to profile, you would see the legal name instead of the preferred name.  It is currently showing the legal name.  Other tools such as “chat, conferencing tool” may not necessarily display the preferred name.  Attendees stated that preferred names are not pulled into the SIS.  Currently, it is a manual process in A&R.  One concern was people putting in bad names.  Instructors need to be alert to that and hand it off to A&R to scrub it.  This is a low incidence problem compared to embarrassment and humiliation a transgender student would have if they were to call themselves out to classmates.  This is an equity issue and comes down on the side of the student.  Both colleges have to agree.  When instructors do their roster and matching them up with their grade, the roster has both.  If we only used the preferred name in Canvas, we would then have to pull all records, check the WebAdvisor roster, which will it have the students legal name and preferred name.  When subpoenaed we will get the legal name.  Rebecca Warren-Marlatt appreciates continuing to work on this.  One of the concerns with Canvas is that we some control; however, when 3rd party vendors are involved, we don’t have control of that.  The whole point is protecting student privacy, and we may be doing a disservice.  This is nationally mandated in Title IX it’s federal language.  Do we have to send multiple names to the 3rd party?   |
| Student Information System update – RFP (request for proposal) – **Andy Chang** | Andy Chang provided an update for the Student Information System update – RFP, stating that the last time we had used Strata Information Group was when we did the RFP for the HR and Fiscal piece.  The plan was for Strata to come out on January 30th for an extended cabinet meeting. The meeting was cancelled and is now scheduled for February 27th. That meeting will have a one-hour presentation on approach. People at extended cabinet are aware of what is going to happen. The focus is on A&R, Financial Aid, Counseling, Instruction and EDCT. Cabinet also added social engagement and marketing to it as well. Following that meeting we hope to have a timeline or date on when this will be implemented. This is normally a 2-3-year implementation timeline as we need to process, engage, provide analysis on the CRM piece, provide information to dedicated groups on how to reach out to students and engage them. Once that has been completed, we can select a vendor if we decide to migrate. It will require board approval as well. During the Initial planning process Jose Torres has stated that there are priorities. Some pieces may need to be part of the first priority. We would need to come up with a strategy to make that happen sooner. CRM may be brought up earlier in process. Ellucian provides this but we currently do not have the module. If we wanted to add the module it would be a matter of purchasing and setting it up. The challenge is a push to integrate those with Colleague and build the plumbing for that as opposed to waiting for when SIS comes up. The group discussed whether we can come up with and leverage quite a bit of that CRM functionality without a full integration. The group discussed Raymond Carlos’ request which sounds very similar. The Chancellor asked to present this to the SSI group. The engagement of software, marketing and research, recruiting from high schools, reporting would be wonderful if it could be tied into Starfish. Crafton Hills is looking at MyPath and would set-up a separate meeting to talk with them. Set-up separate meeting to talk with them. Joe Cabrales is having conversation on Monday and would invite Paul Bratulin. |
| Project Prioritization – **Andy Chang** | Project Prioritization:Andy Chang provided information on a new project – student engagement software. Valley College laid out the pros and cons with tracking student level more challenging and felt very strongly at the student level. Therefore, the signed a 6-year assessment contract. They are not assessing at student level at every course. The self-evaluation will be written next year. They will pilot this in the fall and implement it in the spring of next year. Valley College also mentioned other ways other than the student level that they wanted. They are advocating for extra data in Colleague. The senate wanted to do both programs at Crafton Hills. Of the current project is only thing left is the reports section. It will be released so they can put in SAOs and put reports in a later time. Data needs to be gathered so it can be worked on.Data snapshots for both colleges proportionately provide for what the system shows. Scott Thayer suggested that we sit down with the Institutional Research team that is evaluating the information so we can share how we are coming up with the numbers. Actual math is being used to calculate the FTEs in the new data warehouse is not correct. It may not be the math, it may be a field that they are missing. When FTES comes through, certain groups may not understand to what it means. The group discussed how much we get funded per FTE is a lot of money and how it is calculated is something we need to look into and speak to the researchers about. So far, we have been given the blessing on FTEs regarding the Data Warehouse. Gio, James and Jeremiah need to meet and verify this on the programming side with Hurons. This is initially matching, but the numbers are now consistently lower with the Data Warehouse.  |
|  | Valley is prepared to integrate the catalog into Courseleaf. Can the same process or plan can be dome for Smart Catalog at Crafton? Those were placed on hold as they wanted to integrate with one system. Hopefully after both catalogs are completed, we can reevaluate their course catalog software. Andy stated that to do both systems is very burdensome. Crafton stated that they are using every tool possible without integration for the last 7 years. A process for doing choosing a software at CHC went down to implementing one. It was stopped short for the curriculum management piece and automated transfer. CHC was concerned that they will have to force to adopt Courseleaf and adapt. Terri Long, former Interim VP of Instruction at Valley College was giving Courseleaf a big push. This started back when Henry Hua was at Valley College. CHC offered to work with Valley College and send the Catalog Specialist out to their site. CHC states that they are stuck and cannot implement a software. CHC faculty wanted to use to Smart Catalog to replace Curricunet. They haven’t been able to get any traction because of districts attention to Courseleaf. That’s where resources are going.Andy will update completion dates on sheet and resend it out to the TESS Committee.Keith Wurtz asked about how the multiple measures are going? Math has been completed; have not seen English, Reading or ESL side. We are working on Valley College now for all three and ESL. Talked about Ed Plan being put that into Colleague and is being done twice now at CHC. Rebecca Warren-Marlatt stated that they need to make sure 1,100 Ed Plans have been entered into Colleague. The group asked about the district rebranding. Paul Bratulin stated that the logo has changed for the district office. The District is waiting for rebranding to be completed. Color scheme is gold predominantly and maybe black.The committee reviewed the two projects as listed.The following projects were prioritized as follows:1. New – SLO Cloud – Track Student Level
2. Existing – Presence Student Engagement
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| Other Business – Open discussion (Anyone) | Paul Bratulin asked if it is possible to access some of the data cubes from offsite. Rick suggested to Paul to submit a helpdesk ticket for a VPN. Rick Hrdlicka stated that Valley College is investing $800K in technology Chromebooks. They will be installing in every English and math class. Two classrooms will be made into labs. This will be implemented on August 1st. The Chromebooks are not to be taken out of classrooms. Instructors will be issued locks for the cabinets. There will be a “recording” security on each device. The committee discussed people coming onto the Valley campus to and plugging in to use the open Wi-Fi. There have been discussions about turning it off at night between 11 p.m. and 6:30 a.m. However, the Police Department is concerned about criminal activity and safety concerns. Can we provide security like the airports where there is a login? This is a function of math and money.; the equipment and technology are there. The Police Department wants to change Wi-Fi passwords every semester. The password is published in the college schedule and catalog. Wi-Fi that is not on https:// is not secured. |
| Future Meeting | April 26th, 2019 |