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|  | **MINUTES** |
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| **Special TESS Executive Committee** | |
| April 6, 2020 – 2:00 – 3:00 p.m. |  |
| Zoom Meeting |  |
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| **Agenda Items** | **Discussion** |
| 1. Introductions | Luke Bixler, Brandi Bailes, Shari Blackwell, Larry Aycock, Rick Hrdlicka, Dianna Jones, Celia Huston, Scott Thayer, Andy Chang, Jason Brady, Jeremiah Gilbert, Melissa Oshman, Mike Strong, Dianna Jones, Rhiannon Lares, Jeremy Sims, Albert Nguyen and Keith Wurtz. |
| 1. 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>  Motion to approve by Keith Wurtz, seconded by Rick Hrdlicka. All approved, motion carried. |
| 1. 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 in support of academic and student success. |
| 1. District Technology Strategic Plan – **Luke Bixler** | Our next TESS Executive Committee meeting is not scheduled until May. Today’s special meeting needs to be held to review and discuss the District Technology Strategic Plan so it can be sent to District Assembly.  Luke Bixler reported that he spent his first three months meeting with different people in various roles throughout the district to go over what is working and what should be improved in the technology standpoint. Reviewed the last District Strategic Plans from 2014, 2017, one from different institutions, had discussion with Celia Huston who helped him see the strategic aspect and Denise Allen who explained why the current plan was as is. Was also able to review 10 other strategic plans from other community colleges, ideas and inspirations as well as the Tech Strategic Plans from Crafton and Valley. Luke has reviewed with the technology managers and made edits and is now here with rough draft.  We need a motion to approve the plan. Rick Hrdlicka approved, and Jeremy Sims seconded the motion.  Luke opened for discussion and feedback: Jason Brady stated that the web standards committee was held in the past. Do we intend to remove or was this a mistake? Luke stated that only committees that were active were included. Jason stated that the other issue is accessibility which is a government requirement. Rhiannon noticed the DECC was not listed in committee list. Luke shared that goal 2.4, and 4.4 mentions it there. Luke stated he was not sure it was listed in previous strategic plan.  Brandi Bailes had feedback to goal 2. Under the learning management, only mentioning DECC Committee. Should show expanding to include more than just DECC Committee. Also, how 2.3 is connected to the goal, not just for instruction and learning and partners with Campus Technology Committees as well. This was identified as an initiative for IEPI process going through. There were some challenges with projects related to it. It was not just tied to one. Goal 2.5 improved across the district and should state what we are trying to improve, (how instructional technology can be improved across the district) narrow to how it can be focused on instruction  Scott Thayer inquired about the Student Information System (SIS) and stated that we do not have anything on CRM. However, he is not sure that this falls under technology. If so, it needs to be listed specifically or with timelines for the SIS. We need to see a bridge being the timeline being what it is to maximize efficiency, if it is new technology, broadly. Luke will make a change to one of the items to incorporate it.  Brandi stated that goal 4.4 is the same as 2.4 and should be updated together; goal 1.5 is missing comments 3.6 is a great place to put that in for accessibility. Jason Brady agreed. Brandi is not listed on the people in this committee. Jason stated no students listed are listed on the Executive Committee. CHC is identified as SBVC VP instead of Crafton’s. Replace Mark McConnell with Brandi Bailes as appointee from Academic Senate.  Luke stated that he will incorporate the changes and send them over to District Assembly. We need a vote to include with the changes.  Motion to approve as amended. Rick Hrdlicka approved, Jeremy Sims seconded. All approved. Motion carries.  Luke reported that this will move forward to District Assembly for the first read.  Keith Wurtz wanted to thank Luke and TESS for everything they have done. Luke stated that this has been a good team effort.  Jason asked about technology that are using. Some staff are concerned that NY State banned staff from using Zoom. What issues are we worried about? Luke stated that we are monitoring and will get feedback based on what we are seeing. Jason has not seen any privacy concerns from staff, faculty and students. |
| 1. Ajourn | 2:23 p.m. |