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|  | **MINUTES** |
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| **TESS Executive Committee** |
| May 14, 2021 – 10:30 a.m. – 12:00 p.m. |  |
| Zoom Meeting |  |
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| **Agenda Items** | **Discussion** |
| 1. Introductions
 | Luke Bixler, Andy Chang, Brandi Bailes, Yvette Tram, Yvonne Beebe, Joe Opris, Christopher Crew, Melissa Oshman, Scott Thayer, Rhiannon Lares, Jason Brady, DyAnn Walter, Delmy Spencer, Rick Hrdlicka, Joe Cabrales, Joe Ho, Davena Burns-Peters and Keith Wurtz. |
| 1. Review of the Minutes
 | Minutes are posted on District web-site: <https://sbccd.edu/meetings-and-agendas/tess-executive/2021/05-14/index.php> Motion to approve by Rick Hrdlicka, seconded by Jason Brady. All approved. Motion carries. |
| 1. TESS Executive Summary Report – **Luke Bixler**
 | * Luke Bixler provided a TESS Executive Summary Report for all the projects we are working on based on the feedback received. This may not include some of the smaller projects. This was sent out as part of the calendar invite. Luke stated that these will be posted on the new website. Brandi asked if it was possible to get the requester area and a completed percentage to show progress. Luke agreed. Andy has been working on a project portal. Submit project request and report similar to this that you can pull up and review and see the status on the project. Hoping to have that soon. Also show here at next meeting. Also would be nice to have a campus contact so people would know who to contact pertaining to the project.
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| 1. TESS Executive Survey Results – **Luke Bixler**
 | * Sent out in calendar invite. Had a total of 8 people contribute to the survey. Pulled out ones where we scored the lowest. Meetings are well attended, roles and responsibility, decisions made in a manner appropriate for this committee which scored low. One comment was more participants to show up at meetings. As part of new Chancellor’s Council, TESS Exec is moving under Institutional Effectiveness Advisory Committee. Any thoughts on how to improve this committee based on the survey results. Brandi stated that Friday’s are very intense for faculty so it is harder to attend. However, remote meetings are very helpful.
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| 1. TESS Committees Discussion – **Luke Bixler**
 | * TESS Exec previously reported to Chancellor’s Council. More transparent with the Institutional Effective Advisory Committee (IEAC). Then onto the Chancellor’s Council.
* Luke reviewed the original charge and offered a proposed charge for IEAC. Asked for feedback or changes to the proposed. Brandi asked for some clarification from what comes from this committee and standards. Jason stated that one example was change to the use policy for social media to the departments. Using department accounts vs personal employee accounts for social media. (Propose and update a technology related policies and procedures to the IEAC). Luke stated that we will review this again at the September TESS Exec Meeting. Brandi asked for all the information to be provided for review. Combining a committee that will have charge items to address some of the committees that are not meeting very often. Brandi asked for proposals from subcommittees as well. Christopher Crew asked for a Student Success placeholder to flush it out in the fall. A draft will be ready for the next meeting getting a starting point at looking at all of the sub committees. Brandi also asked for the membership so that all the same people are not on all of the same committees. Luke provided the original membership and showed the proposed membership after speaking to Kristina Hannon and Jose Torres. Both agreed that we would have updates come to them at Chancellor’s Council. Brandi asked what the actual count on this committee as the IEAC will be a huge committee. Would KVCR and EDCT, Academic Senate need to be on both? A discussion proceeded on who needs to be on this committee which will be reviewed before finalized. This information will be clearly laid out for the meeting in September (charges and membership – decisions and looking at info items). No technical services director and all just Director, Technology Services (no campus). Students do not need to be part of quorum but best practice would be to have students attend. Two faculty members instead of Academic Senate Presidents. Luke will work on this.
* Luke provided schedule we have been following. Luke inquired about keeping schedule. Additional Meetings as required are harder for faculty to attend if not already scheduled. Melissa asked if they could all be on the same Friday of the month. Brandi is stating that Friday’s are bad. Is there a better day that we should look at? Brandi stated that we should look at the membership first. Luke will flush out a proposed schedule and have data there so this will be easier to look at and understand.
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| 1. District Technology Updates – **Jeremy Sims**
 | * Jeremy is out of the office.
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| 1. CHC Technology Updates – **Melissa Oshman**
 | * All of the laptops purchased at Crafton for full time employees arrived. We will be setting up a docking station to provide a hybrid environment. Purchased equipment updating conference rooms. The re-opening and getting everything ready, images to get us to start working in a different type of environment for summer and fall.
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| 1. SBVC Technology Updates – **Rick Hrdlicka**
 | * Rick stated on similar projects to Melissa. Docking station. All employees that don’t share a desk with anyone will have a docking station. Issuing the laptops to employees. Equipment starting to come in to upgrade all classrooms to Zoom ready. Have 88 classrooms to upgrade to fall for hyplex for classrooms where some students will be at home and some students in the classroom. A lot of work going on.
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| 1. Project Update and Prioritization – **Andy Chang**
 | * Kicking off curriculum implementation that both colleges have suggested a new product with CollegeNet. Both colleges will start implementation of that software in the near future. Working on a system for online student payments for non-enrollment fees. Health Services fees, that you would have to pay in person, etc. We recently signed the contracts with TouchNet. Working on kickoff. Working on 25Live at CHC working on upgrade first. Make team easier for 25Live. Last year during COVID stopped project prioritization, able to get additional funds for OT and hit these projects. Now this calendar year, we want to go back to that progress. Does have new projects to share for this cycle:
* Automatic O365 Provisioning (Jan 21) #1
* Marketing Integration with CCC Apply (Feb 21) #5
* Chosen Last Name (Feb 21) #2
* Template and Approval workflow for student (Apr 21) #6
* Migration of wiki site to OU Campus (Apr 21) #4
* Transcript Modification (May 21) #3
* Andy reviewed the projects, the automatic O365 is office for students. This request to make it these resources if registered for a class. If they go two terms with no activity, they would become deactivated. This is priority 1 due to SPAM with fraudulent applications. A discussion was provided between staff regarding the projects.
* Brandi stated expand scope to expand the faculty for the roster. Staff directories, etc. as well as campus.
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| 1. CHC Academic Senate Update – **Brandi Bailes**
 | * Brandi was just on resolutions that would affect TESS.
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| 1. SBVC Academic Senate Update – **Davena Burns-Peters**
 | * Davena stated that concerns that she would have brought forward have already been prioritized.
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| 1. Zoom Recordings Migration – **Davena Burns-Peters**
 | * Update that this has been addressed by now. Do we have a process in place? Faculty not left hanging and have their zoom recorded sessions gone. Some communications going out about that. Do a little bit more on the interest of marketing and making it clear. Will lose it if you don’t save it somewhere. Jeremy had sent out two or three emails on that with instructions that we received on how to do this. What has been done so far is good and is recognized. Did one workshop on Valley’s campus on putting transferring on OneDrive.
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| 1. Other Business – Open Discussion - **Committee**
 | * One question with accessibility issues it would fall under. We have a committee but has not met in a while. Third need for security issues. Luke over the summer will work through that and see if we can get a recommendation to see if we can get those needs going and get participation going. Accessibility committee, maybe under that instead of TESS (Technology). Moving it under the EEO Committee that is under Kristina Hannon. How to integrate it. Davena stated it would allow the review of the faculty component of it as well. Component to stay within TESS is issue of reviewing the accessibility statements or the actual accessibility of technologies integrated into Canvas or purchased by the district, used by faculty. Working hard to do a paradigm shift at the faculty level. Get need to get roles filtered out a little bit. EEO has both of the professional development needs on it.
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| 1. Future Meeting Dates
 | September 17, 2021 at 10:30 AM |
| 1. Adjourn
 | Meeting adjourned at 12:05 p.m. |