MINUTES
Technology Planning Committee

Tuesday, September 5, 2017
12:50 – 1:50 P.M.
Building 10, Board Room

MEMBERSHIP

☒ Jeff Enz- Administrative Representative (Chair)
☐ Dave Drury - Administrative Representative   ☒ Adriana Sano - CMCA Representative
☒ Jeff Cantwell – Chair of B.U.G/CMCA Rep.   ☒ Dixie Krimm – Classified Representative
☒ Mark Duva – Faculty Representative   ☒ Gabriel Gonzalez – Classified Representative
☒ Ralph Marquez – Faculty Representative   ☒ Karla Rodarte – ASG Representative
☒ Xochitl Tirado – DE Coordinator   ☒ Miguel Ruvalcaba – ASG Representative

Recording Secretary: Angie Gallo

I. **Welcome**

II. **Action Items**

     a. Approval of June 6, 2017 minutes
     Approved as presented.

     b. 2017-2022 Strategic Technology Plan – 1st reading
     First reading – will review changes. 2nd reading & acceptance at next meeting.
     Motion to accept 1st reading MSC Cantwell/Tirado
     The Strategic Technology Plan is what guides what IVC does as well as what IT does
     with technology campus projects. The plan expired and s due for renewal. It has been
     revised slightly. The plan as contains the Action Plan and Appendix B which are 2
     documents that are reviewed & updated annually by the committee. The Action Plan
     lists specific projects. Appendix B – was rebuilt to make the matrix clearer and easier
     to understand. The bold print, color filled, and font color represent different levels of
     achievement in the specific area.

     The items in dark green text are goals that were established by TPC years back. TPC
     needs to review Appendix B and decide if the goals remain the same or if they need to
     be revised, if the status needs to be moved up or down, and determine where the
     campus is in regards to the goal.

     Jeff has already made a few changes to Appendix B. A few line items were added into
     the appendix that weren't in the original plan. The Strategic Technology Plan is
     needed for accreditation but also as a campus guide to help determine how to spend
     resource allocation based on a campus wide need. Committee will review and send any
     questions to Angie.

     c. Information Technology Systems Policies and Procedures Manual – 2nd reading
     The manual was worked on over the summer and a clean version was presented. Some
     of these policies are already written (AP), some are processes that are already in place

that have been put into writing.

    i. Password Reset Policy
The policy will be a big change to this campus. It will require more complex passwords as security has become more and more important. This policy is past due on campus. This policy will provide standards on what the password must consist of (characters, length, numbers, etc.), and how often it would require a change. Currently the phone system requires a password change every 6 or so months. This policy will be sent through shared governance separately as it may bring up additional questions.

The Password policy will be pushed out through group policy. It will then go to College Council after TPC for informational purposes. Committee will review. At the next meeting will vote on sending forward except for password policy.

There was discussion on single sign-on. It is in progress but there are challenges with Banner – more challenging than anticipated. Banner doesn't send out password in its current form. Omar has been working on finding a way to use one username and password for all platforms. CAT single sign on – Banner XE will utilize single sign on but the backend requires a lot of work. The Password Reset tool – will continue to help with the number of password resets.

Common authentication presentation on where we are , whats included in that. As a reminder, I.T. staff will never ask for passwords. And I.T. doesn't recommend anyone to ever give out their password. A&R mentioned the amount of student reset requests they receive. There may be a need to get information out students to ensure they know and understand the reset tool availability.

III. Discussion Items

a. Windows 10 workshops
The refresh cycle has started again the year with Year 1. The new chipsets in the computers will not allow Win 7. This has required us to move to Win 10. Jeff Enz will be offering 5-6 workshops on campus to help faculty/staff with the transition. A lot of people already have Win 10 on personal devices. But the Win 10 enterprise version is slightly different that the version offered with commercial products.

G# given out to students – case where student is given g # of a faculty with same name. but policy should be within departments that no g# should be given out. Tis should be admin council discussion on policy.

b. New Project Request form – *skip until next meeting*

c. NINJIO – *skip until next meeting*

IV. Updates

a. Accreditation Standard 3C – Dr. Patterson shared that the response has been submitted by Jeff Enz but the analysis and review should be done by the Technology Planning committee. Updates to continue at upcoming meetings.

b. OEI – *skip no update*

c. Canvas – *no update no more BB*

d. Enrollment Management – The District is in the process of purchasing software that will assistant with enrollment management. It is not an easy button. The software is designed to accumulate data to present in format beneficial to Deans/VP's to help evaluate course offerings, students demand, and help plan course offerings semesters out. This purchase will be funded through IEPI.

e. IVC webpage – The current IVC web page is about 6 years old and due for a refresh. Recently, there have been comments regarding the need for an update. Omar is in the planning stages of updating the page. If anyone has input/thoughts, ideas, input for improvements on what changes are needed and/or if there are specific issues, please contact I.T. Updating the webpage is a very large project and will be handled over time.

Changes that are already being looked at include mobile compatibility. The changes will make the webpage more user friendly which means menus will also be mobile friendly.

V. ADJOURNMENT
The meeting was adjourned at 1:52pm