

# Technology Planning Committee Minutes Thursday, September 8, 2011 1:30 – 3:00 P.M. Administration Building Board Room

# **MEMBERSHIP**

Todd Finnell, Co-Chair - Administrative Representative Jim Fisher, Co-Chair - Faculty Representative Taylor Ruhl - Administrative Representative Jeff Cantwell - Chair of B.U.G. Martha Olea - Classified Representative Edward Cecena - Classified Representative Larry Valenzuela - Classified Representative

# MEMBERS ABSENT

Gaylla Finnell - Faculty Representative David Zielinski - Faculty Representative Kathy Berry - Administrative Representative Angie Gallo - CMCA Representative Daniel Bermudez, Jr. - ASG Representative

# **Others Present**

Jose Torres, Alex Aguilar, Valerie Rodgers, Michael Heumann, Jeff Enz, Omar Ramos, Dawn Chun

Recording Secretary: Adriana Sano

# I. VISITOR COMMENTS

# a. Welcome and Sharing

- Jeff Enz introduced Jose Torres as one of the new Enterprise Analysts; Jose came from the IID and jointed our team on September 6<sup>th</sup>.
- Jeff Cantwell introduced Alex Aguilar as one the new Systems Analysts; Alex came from Honeywell International and joined our IT team on September 6<sup>th</sup>. Jeff Cantwell announced that Matthew Thale would be transferring to IT as a new Systems Analyst from Instruction.
- Jeff Enz announced that Miguel Vanegas will be joining our IT team next week as a new Enterprise Analysts; Miguel comes from IVROP/ICOE.
- Michael Heumann announced the next Futures Forum would take place on:
  - October 10, 2011 Q&A for students on new technology on campus; and
  - October 18, 2011 Presentation on accessibility technology (by Larry Valenzuela and Paige Lovitt).

# II. ACTION ITEMS

# a. Approval of the May 12, 2011 Minutes

M/S/C Jeff/Larry to approve the minutes as presented. Motion carried.

#### b. Approval of the June 9, 2011 Minutes

M/S/C Edward/Jeff Cantwell to approve the Minutes as presented. Motion carried.

# III. DISCUSSION ITEMS

# a. CART Standard III.C. – Todd Finnell

- Michael Heumann explained to the group that the Continuing Accrediting Readiness Team (CART) was created to work on the accreditation needs of the District on an ongoing basis. The District goes through a six year continuous cycle of review and self-study to prepare for the next Accreditation visit. The next Accreditation visit is scheduled in spring of 2013. A Self-Study Report is due to the accrediting body in January and will need to be approved by the Board of Trustees no later than November 2012.
- Michael Heumann indicated that the Strategic Technology Plan is the driver for Standard III.C. Technology Services.
- Todd Finnell went over Standard III.C. which covers the District's technology implementations. He indicated that some sections need to be updated and others need to be rewritten.
- Todd Finnell agreed to write the first draft of Standard III.C. of the Self-Study Report and present it to the group for review and editing.
- Valerie Rodgers mentioned that the Service Area Outcomes (SAO) need to be infused into the Strategic Technology Plan.

#### b. <u>DegreeWorks Recap – Jeff Cantwell</u>

- Jeff Cantwell gave an overview of DegreeWorks and the upgrades and training that are taking place. He indicated that the upgrades have been made possible due to ATLAS Grant funding.
- DegreeWorks has been upgraded to 4.0.9 which includes new features which are being implemented.
- SIG Consultant, Mike Fox was on campus August 30<sup>th</sup> September 2<sup>nd</sup> and provided training sessions to key staff who will act as mentors in their departments.
- DegreeWorks in the past was used for degree audits and with the new upgrade it will be launched to students.
- This self-service model will allow students to develop their plan in accomplishing their academic goals.
- DegreeWorks can be an important driver for enrollment management in driving course schedules.
- The goal is to launch DegreeWorks for students by spring semester.

# c. 2011 Activity Update – Todd Finnell

- Todd Finnell passed out the 2011 Activity Report which tracks the progress IT has made on the 2011 Action Plan. The committee briefly went over each item:
  - <u>Campus-wide Wireless Network</u> Jeff Enz indicated that he is working on the RFP process and will bring it back before this committee for review. Looking to have this process completed and the wireless network implemented over winter break.
  - <u>Fully implement systems management appliance (KACE)</u> Gordon Bailey stated he is working on using this software to push updates through the network remotely.

- <u>Network security and monitoring practices</u> Jeff Enz stated this is part of the RFP process.
- Integrate student services related to Technology (i.e., print email and storage) Todd Finnell informed the group that the email and storage has been launched to students, and the print kiosks for students are underway.
- <u>Upgrade Banner</u> Jeff Cantwell Informed the group that Banner has been upgraded to 8.4.
- <u>Waitlist implementation</u> Jeff Cantwell informed the group he is looking to launching waitlist by spring semester.
- <u>Student Module implementation</u> Jeff Cantwell stated that improvements have taken place and a new Bolt-on has been purchased and is being implemented.
- <u>Data Warehouse</u> Jeff Cantwell reported that a new server and software has been installed, and a consultant from Kern CCD will be on campus in October to help with implementation.
- <u>ShoreTel Phone System and Fax Server</u> Jeff Enz informed the group that there was an issue with AT&T which has been resolved. Phone provider cutover is scheduled for October.
- <u>HR processes in Banner</u> Alex Aguilar, Systems Analyst has been assigned to work on this project.

# d. 2012 Activity Planning – Todd Finnell

- Todd Finnell asked the group if they had any project ideas for the new 2012 Action Plan, and the team came up with the following:
  - Student Debit Cards/ID for students;
  - Enterprise Cloud Services (via Drop Box, SharePoint);
  - Grade Book, Easy Grade Pro solution;
  - Student/Tech/faculty Training;
  - Smart Podiums in all classrooms;
  - Complete wireless coverage throughout campus to support high density coverage and all devices;
  - Self-Service Printing Kiosks;
  - o Business Center for evening faculty;
  - Virtual Desktops for faculty;
  - Room Scheduling System for rooms and facilities;
  - Collaborative tools to use;
  - Provide resources for students to access their information on campus;
  - Roll over what was not accomplished from year 1.

#### IV. ADJOURNMENT