AGENDA
Technology Planning Committee

Tuesday, October 4, 2016
12:50 – 1:50 P.M.
Building 10, Board Room

<u>**MEMBERSHIP**</u>

☒ Jeff Enz- Administrative Representative (Chair)
☐ Dave Drury - Administrative Representative
☐ Jeff Cantwell – Chair of B.U.G/CMCA Rep.
☐ (Vacant) – Faculty Representative
☒ Mark Duva – Faculty Representative
☒ Xochitl Tirado – DE Coordinator

☒ Adriana Sano - CMCA Representative
☒ Dixie Krimm – Classified Representative
☒ Gabriel Gonzalez – Classified Representative
☐ Amy Diaz - ASG Representative
☒ Benjamin Barajas - ASG Representative

GUEST: James Arthur

Recording Secretary: Angie Gallo

I.   Welcome

Welcome new I.T. Director James Arthur – Director of Enterprise

II. Action Items

a.   Approval of June 7, 2016 Committee Minutes approved as presented

b.   Approval of September 6, 2016 Committee Minutes approved as presented

III. Updates

a. OEI Update

Xochitl Tirado is the new DE Coordinator. Xochitl announced things with the OEI are going as planned. She also stated that the OEI team will be visiting IVC this month and will be meeting with the implementation team.

b. Canvas Update

Xochitl stated faculty training for Canvas is being worked on. There is admin training for those who have admin access. Hope to get faulty training this month. @One offers self-paced training for faculty and is easy to follow. OEI is paying for the first year of Vera site. The funding to cover cost going forward will be picked up by I.T. with funds previously allocated for Blackboard.

Concerns were voiced about "confidential students" data – those students who have opted for their information not to be released to third parties, and how this would affect those students. It was explained that although the information will not be stored locally, it still meets confidential guidelines. The information should not go out to 3rd parties. Cloud storage options are very standard and the agencies are legally binded.

IV. Discussion Items

a. Video-conferencing ad-hoc committee

The committee has been established and will be meeting in the next week or so. If anyone is interested in being part of it, please contact Angie in I.T. The committee will be looking for a campus solution as a whole for video conferencing needs and how to implement the plan campus-wide. There is concern on accessibility – closed captioning – not sure if technology is there yet to address the concerns. Zoom is a potential vendor; the committee will look into how they are dealing with the issue. Xochitl explained DE has used CCC Confer and to adopt a campus wide solution would be great. Jeff E. stated Skype for Business is already available campus wide.

b. Campus-wide tablet management & support

Jeff E. discussed the sudden rise in requests for tablets on campus. He request for tablets on campus had been minimal and so the need to establish a standard for purchasing purposes had never been addressed. There is a standard for desktops and laptops on campus. With the increase in requests, I.T. is looking to standardize the purchasing to facility the support and management of the devices on campus. Whether it be an android or windows device, or an apple device, the district needs to establish a standard. It is difficult from an I.T. standpoint, to try and support everything.

Discussions evolved around preferences and what devices are compatible with the faculty/staff computers on campus. There is a need to implement a system for management. Some people don't understand that if district email is being received on a cell phone, that makes the phone legally open to be searched under a legal request. Management is also needed for security purposes. If you lose a phone/tablet that has been setup to access district files and information, all the information is accessible by whoever can access the device. With a management solution in place, the district would have the ability to wipe the device when reported lost/stolen to prevent unauthorized access.

The tutoring center is now issuing tablets for tutor use. ASG is looking into the purchase of tablets as well. The need to set a standard is urgent. Mark shared experience and preference with android due to compatibility. Xochitl stated she switched to a Microsoft Surface Pro for use with basic skills because it is more compatible with pc. She stated accessibility is better on windows device. On Mac it sometimes doesn't save or transfer correctly. On Windows device, everything opens and looks as it should.

Windows devices are manageable through the District through the domain. Android and Apple are not. The committee agreed that as a campus, IVC can adapt to the standard set by I.T. based on the needs of the District. Jeff E. stated he will be taking discussion to Administrative Council. He asked Xochitl to discuss at the next Distance Ed. meeting and bring back any feedback from a DE standpoint that may influence the decision. The recommendation will come at the next meeting.

c. **Windows 7 to Windows 10**
As a campus, we are reaching a point where we are running into issues staying on Windows 7. Some of those issues include the new pcs which only come with Windows 10 – the new chipsets only have Win 10. I.T. has been able to find a work around for now but it will only be for a while. Need to establish a plan for the rollout. Anticipation for the rollout is next fiscal year (2017-2018). Planning to stay on 7 for this fiscal year and spend the rest of this year preparing for Win 10. There are some differences – Win 10 doesn't have the same start feature, it doesn't have the same icons. There will be a need for basic training. I.T. also needs to test that everything works with Banner, ARGOS, A&R (transcripts) and any software on campus that may be impacted. This needs to be discussed with divisions – to make sure software is compatible.

There will be a campus notice towards the end of the year. I.T. will reach out to staff that is tech savvy to help with the testing phase of the rollout. Roll out will occur after July 2017. Next year will begin the 5-year cycle of the refresh program. Need to avoid re-imaging of a lot of computers so pushing out Win 10 will help. Rollout will occur on schedules and will hold-off on computer labs until the end so that all labs are done at the same time.

ASG was asked to discuss at their next meeting to provide student feedback. We already know some programs will not work with Win10 or going forward. And as time lapses, less programs will be compatible with Win 10. As I.T., we need to determine what the campus wants and needs. Don't want to wait until we have no option but to move. Need to establish a plan to move slowly and transition. Some of the computers in the library started updating without I.T. pushing it out.

ASG reps proposed setting up computers in the library on Win 10 as a test, similar to the copy/print testing. Having half of the computers on Win 7 and half on Win 10 and survey on how much each are used. All training and workshops offered on transition will be offered to faculty, staff, and students. Win 10 doesn't have drastic changes – it just looks different and things are accessed differently.

d. **TPC Annual Self-Evaluation**

This self-evaluation form is required of all committees annually. Jeff reviewed the form with the committee. Angie will email the form to members after the meeting for further review. If changes are needed, please contact Angie in I.T. Further discussion and approval at the next meeting.

V. **ADJOURNMENT**

Meeting was adjourned at 1:50pm.