



District-wide Technology Committee

April 5, 2012

9:00 – 10:00a.m.

District Services · HS 324 · Chancellor's Conference Room

Committee Charge:

Coordinate technology issues and implementation of new systems, hardware, and software district-wide; review potential district and college IT projects and funding sources; and explore new software and hardware.

MINUTES

Meeting conducted by: Bob Bramucci, Vice Chancellor, Technology & Learning Services

Members present: Craig Justice, Don Busché, Jeff Dorsz, Patti Flanigan, Mark Schiffelbein, Jim Gaston, Bruce Hagan, Valerie Senior, Juan Avalos, Jim Phaneuf, Stephen Dubay, Jenny Langrell, Kiana Tabibzadeh, Arleen Elseroad, Jim Laurie, and Roger Owens

1. Approval of Minutes

Members approved the Minutes from the February 2, 2012 meeting, as submitted.

2. Action Items from Previous Meeting

The action item updates are included at the end of the Minutes.

3. eTranscript Solution Update

Jim Phaneuf reported that there was a delay in launching this program due to a valid feature request that needed to be included. They are scheduling final user acceptance testing (UAT) and plan to roll it out at one of next two releases, which will be either two or four weeks from today.

4. Student Account Task Force Update

Jim Gaston reported that there has been little progress since the last meeting. He noted that the changeover was more involved than expected. He plans to schedule additional task force meetings.

5. MySite Refresh

Jim Gaston reported that response to the MySite refresh release in February has been positive. They have also added more features. The student video was also re-done and is available. They would like to switch this to the default in June. Members were in concurrence with this timeframe. He also noted that District IT has representatives available to do demonstrations.

In response to a question, Jim Gaston reported that about 12,000 students opted in to the new version. In response to another question, Jim Gaston said that staff need to have a student account to see this version for demonstration purposes.

6. Mobile Update

Jim Gaston said that SOCCCD is now an owner of the Blackberry mobile application and it is currently available for download. He noted that this concludes the work of the mobile design team on this item. He said that they are also working on a MySite mobile. He hopes to have this in Beta form for summer.

In response to a question, Jim Gaston reported that there have been 11,000 downloads of the mobile apps.

7. *Prioritization of Medium-Level Projects*

Bob Bramucci provided some background on the funding for IT projects, including small, medium, and large-level projects. He noted that there is restricted funding for medium-level projects. He explained that the list was drafted by members of LSCC, which started out as seven projects and was finalized as a list of four projects. He noted that Members can propose projects at any time throughout the year. The list of projects includes:

Medium-Level Project	Estimated Cost
a. Predictive Analytics	\$ 50,000
b. EOPS System	\$200,000
c. The Scheduling Tool	\$ 50,000
d. Matriculation SEP System/MAPLite	\$100,000
TOTAL	\$400,000

Bob Bramucci provided a detailed explanation of each project on the medium-level project list.

EOPS System: Jim Phaneuf explained the limitations of the current program and the need for an integrated system.

The Scheduling Tool: Craig Justice explained that a key feature needed is to be able to publish a class schedule. He noted that this will be a tool for reviewing historical scheduling data and to project future term scheduling from that model.

MapLite: Jim Gaston explained that this feature will provide students the option to do a one-semester academic plan rather than a full academic plan.

The medium-level project list was unanimously approved by Members.

8. *Technology Plan Task Force Update*

Bob Bramucci distributed the updated draft of the SOCCCD Five-Year Technology Plan. He explained the several items that were modified following consensus by members of the Technology Plan Task Force, including a \$500,000 increase in SIS funding and a 10% contingency line item. In addition, the HR/fiscal services systems, which were originally planned to be submitted to BAARC separately, have been added to the large-level project list for 2012-2013 basic aid funding consideration. He noted that these were added with the concurrence of senior level management.

Bob Bramucci explained that there will be a separate technology governance manual, which the Technology Plan Task Force agreed to draft.

Bob Bramucci reviewed the details of the plan. He noted that this is a five-year plan, which will be updated annually and includes prioritization of projects for funding requests for the upcoming fiscal year. Bob noted that the goal is to approve this manual at this meeting so that the 2012-2013 project list can move forward to BAARC for basic aid funding consideration at their meeting on Friday, April 13.

Mark Schiffelbein reported that he shared the plan draft with the Saddleback President and Tod Burnett would like to see a spreadsheet included in the plan that details historical funding data. IVC would also like the opportunity to share the report with their college constituencies. It was noted that there is a high degree of interest in the tech plan details. Discussion followed on sharing the plan and the timeline required for this process.

A reasonable compromise discussed was to move the draft plan forward, contingent upon review of the colleges' shared governance process for their input/concurrence and to add a spreadsheet detailing historical funding to the Plan at a later date. Members agreed that review of a spreadsheet can be deferred to a future DTC meeting. Bob Bramucci noted that DTC is a participatory governance committee, which includes representation from the various constituencies district-wide. Several representatives noted that they cannot agree to move the plan forward without speaking with their respective groups first. Bob noted that when reviewing the list with college constituencies, they should explain that the list has been approved through a dynamic shared governance process and should not be open for negotiations; it is either a "yes" or a "no" to go forward with the plan and basic aid funding request for 2012-2013.

Members discussed whether there is the ability to submit revisions to BAARC after the list is sent forward. Bob Bramucci confirmed that there is not the ability to make changes once the list is sent forward. Further discussion included concerns with the rigidity of the BAARC process.

After extensive discussion, Don Busché moved to approve to move the 2012-2017 District-wide Technology Plan forward unless there is a superseding plan submitted and agreed to by consensus no later than 5:00pm Thursday, April 12, 2012. Craig Justice seconded the motion. The motion was approved by unanimous consensus.

Members agreed to include a list of committee members in the plan.

9. AP 4105 Requirements to be included in AR 6112

This item was tabled.

10. Meeting Recommendations and Summary

Bob Bramucci summarized the meeting and reported that items discussed included approval of the list of medium-level projects and approval of the SOCCCD Five-Year Technology Plan, unless there is a superseding plan submitted and agreed to by consensus no later than 5:00pm on Thursday, April 12, 2012.

Bob commended the Task Force and DTC members for their work.

11. Next Meeting

Thursday, June 7, 2012, 9:00-10:00a.m., Irvine Valley College, President's Conference Room

Summary of Decisions Made:

Members approved the Minutes from the February 2, 2012 meeting, as submitted.

Members unanimously approved the medium-level IT project list.

Members unanimously approved the SOCCCD Five-Year Technology Plan, unless there is a superseding plan submitted and agreed to by consensus no later than 5:00pm on Thursday, April 12, 2012.

	Action Item	Assigned to	Deadline	Status/Comments
1.	IT Prioritized Small Project List	Colleges	May	Representatives from SC and IVC are prioritizing an updated list of small-level projects
2.	Submit any additional proposed medium-level IT projects to Bob Bramucci	Members	March 31	Complete
3.	Revise AR 6112 to include legal requirements outlined in AP 4105	Members	June	This item was tabled and will be discussed at the June DTC meeting
4.	Prepare a spreadsheet detailing historical data on large-level IT projects that were funded by basic aid to be included in the SOCCCD Five-Year Technology Plan	Bob Bramucci	June	In process

Summary of Meeting:

Items discussed included approval of the list of medium-level projects, and approval of the SOCCCD Five-Year Technology Plan, unless there is a superseding plan submitted and agreed to by consensus no later than 5pm on Thursday, April 12, 2012.



District-wide Technology Committee

April 5, 2012

9:00-10:00am

District Services, Chancellor's Conference Room

Sign-in Sheet

Print Name	Signature	Representing:
Valerie Senior		CIDDE
Bruce Hagan		IVC IT
Patti Flanigan		SBS
Jenny Langrel		SC
Jeff Dorsz		District IT
Jim Gaston		DIST IT
Bob Bramucci		DE
Jim Laurie		HR
MARK SCHIFFERBEN		SC
Don Busche		SC
Jim Phares		DIST IT
Juan Aralos		Saddleback
Stephen V		DIST IT
ROGER OWENS		IVC
ARLEEN ELSEWOOD		IVC
Craig Justice		IVC
Daune Mair		Note Taker
Kiana Tabibzadeh		Ive