



District-wide Technology Committee

June 7, 2012

9:00 – 10:00a.m.

Irvine Valley College · A 123 · President'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: Arleen Elseroad, Jim Phaneuf, Roger Owens, Jim Gaston, Craig Justice, Don Busché, Joe San Juan, Juan Avalos, Denice Inciong, Jeff Dorsz, Jenny Langrell, Jim Laurie, Valerie Senior, and Stephen Dubay

1. Approval of Minutes

Members approved the Minutes from the April 5, 2012 meeting, as submitted.

Members approved the Minutes from the May 3, 2012 special 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 a new feature was requested, which delayed the project. UAT testing identified some issues, which the vendor has corrected. Additional UAT testing will take place this week and, if successful, implementation should occur the beginning of July.

4. Student Account Task Force Update

Jim Gaston reported that the Student Account Task Force will meet on June 15th. They will review the remaining recommendations and discuss new items that have come from other committees.

5. MySite Refresh

Jim Gaston reported that there will be a MySite database upgrade this weekend. An announcement went out a couple of weeks ago and a reminder will be sent out today. MySite will go down at 8pm on Friday and will be up no later than Sunday morning.

MySite Refresh has been in pilot mode and will go live later this month as part of a regular release date. To date, there have been no objections.

6. Mobile Update

Jim Gaston reported that there have been over 11,600 mobile app downloads to date. Blackboard Mobile has some new features, which he shared with the mobile design team and they were not interested. MySite Mobile should be available for focus group demonstration by the end of the month. They hope to have it in Beta mode this summer and go live with the feature for the fall semester. Jim explained the details of MySite Mobile.

7. Technology Plan and 2012-2013 Basic Aid Funding Update

Bob Bramucci thanked the committee and the task force for their expedited work on the District-wide Technology Plan. The 2012-2013 basic aid request for technology projects went to BAARC on time and BAARC members recommended a couple of revisions to the funding request. These changes were:

- Reduction in Campus Desktop Refresh from \$1,500,000 to \$750,000
- Reduction in Contingency from \$1,065,000 to \$277,855

Members had no objections to the BAARC recommendations.

Bob Bramucci explained that the Technology Plan Task Force agreed to limit the scope of the technology plan due to the expedited timeline and separate the technology plan and the governance plan into two separate documents. It is now time to begin work on the governance plan. Bob asked members whether to develop the governance plan as part of this committee or through a task force. Member agreed, by consensus, to form a Governance Plan Task Force. Task force members will include Bob Bramucci, Roger Owens, Joe San Juan, Mark Schiffelbein, Bruce Hagan, Jim Laurie, Jim Gaston, Jim Phaneuf, Jeff Dorsz, Jenny Langrell, and Patti Flanigan.

Bob Bramucci noted that the college presidents and/or chancellor may want to include additional members on the Governance Plan Task Force, as the governance plan covers a wider scope than the technology plan. This has not yet been finalized. Bob will follow up at Chancellor's Executive Council (CEC).

Members agreed, by consensus, to have Bob Bramucci search for and post sample governance plans in SharePoint. A task force meeting will be scheduled for early August, following completion of this work.

8. AP 4105 Requirements to be included in AR 6112

Bob Bramucci explained the legal requirement to include district compliance in notifying students of the process in place to protect student privacy. This language will need to be included in AR 6112. It was noted that the district uses secure credentialing/login and password for verifying a student's identity. Members discussed whether the message to students should be included in Blackboard (online students only) or in the registration process where all students will view it. One recommendation was to include the message in both locations.

Bob Bramucci will research Title 5 and determine whether the notification must be part of registration process. Bob will also look into the compliance deadline, if any.

9. Upcoming Committee Self-Assessment

Bob Bramucci explained that the committee will do a self-assessment as part of the strategic planning process. This assessment will be done later this summer, when the guidelines for this evaluation are available.

10. Meeting Recommendations and Summary

Bob Bramucci summarized the meeting and reported that items discussed included an update on action items, eTranscripts, Student Account Task Force, MySite Refresh, and MySite Mobile; the status of 2012-2013 basic aid funding for large level IT projects; consensus to form a Governance Plan Task Force to draft the SOCCCD Governance Plan; and discussion on district compliance with the legal requirement to protect student privacy.

11. Adjournment

The meeting was adjourned at 9:45am.

12. Next Meeting

Thursday, July 26, 2012, 9:00-10:00a.m., District Services, Chancellor's Conference Room

Summary of Decisions Made:

Members approved the Minutes from the April 5, 2012 meeting, as submitted.
Members approved the Minutes from the May 3, 2012 special meeting, as submitted.
Members agreed, by consensus, to form a governance plan task force to develop the SOCCCD Governance Plan.

	Action Item	Assigned to	Deadline	Status/Comments
1.	Revise AR 6112: Research Title 5 for details on whether the notification to students about secure credentialing/login and password must be part of the registration process.	Bob Bramucci	July	In process
2.	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	TBD	In process
3.	Ask CEC members if they want additional personnel to serve on the Governance Plan Task Force	Bob Bramucci	August	In process

Summary of Meeting:

Items discussed included an update on action items, eTranscripts, Student Account Task Force, MySite Refresh, and MySite Mobile; the status of 2012-2013 basic aid funding for large level IT projects; consensus to form a Governance Plan Task Force to draft the SOCCCD Governance Plan; and discussion on district compliance with the legal requirement to protect student privacy.

