



# District-wide Technology Committee

July 21, 2011

District Offices · HS 324, Chancellor's Conference Room

## MINUTES

Meeting conducted by: Bob Bramucci, Vice Chancellor, Technology & Learning Services  
Members present: , Stephen Dubay, Bruce Hagan, Denice Inciong,  
Craig Justice, Jenny Langrell, Jim Laurie, Jim Phaneuf, Mark Schiffelbein  
Guests: Ben Guzman, Jane Rosenkrans, Joyce Semanik

### 1. **Approval of Minutes**

Members approved the minutes of May 5, 2011.

### 2. **eTranscript Solution**

Jim Phaneuf reported that he and the Admissions managers have been researching vendor solutions for electronic transcripts. Jane Rosenkrans outlined the advantages of each of the three vendors that the group contacted. Based on several factors, including Credentials Inc's record of reliability and low-cost services, District IT and the Admissions managers recommended that the district pursue a contract with Credentials Inc. There was no opposition to pursuing a contract with this vendor.

Bob Bramucci added that he recently met with the president of one of the vendors who was not chosen and suggested that they offer data from transcripts as a separate product.

### 3. **IVC Trial of In-House Proctoring Service**

Bruce Hagan reported on his research of proctoring services. He found that:

- To provide in-house proctoring services with the existing systems would not offer the best environment for staff or students.
- Software Secure offers remote proctoring that is recorded and can be reviewed later by the instructor or designee. To take a test, a 360-degree camera device must be mailed to the student prior to the test. Part of the process is fingerprint verification.
- The most successful testing environment would be to send students to the testing centers and allow staff members to coordinate scheduling and testing.

Bruce Hagan offered to set up a demo of the camera device offered by Software Secure at the next meeting.

Craig Justice reminded members that there is an expense to providing testing and that there is a process in place for testing students who reside out of the area.

**4. Updates**

*Technology Plan:* Bob Bramucci reported that the consultants working with the district on the accreditation findings have recommended that the district develop a three-to-five year district-wide technology plan that would be updated annually. He suggested to members that the District-wide Technology Committee be the body to develop this plan. Bob is currently working on the District Services IT portion of the plan. He feels that either the DTC or a subcommittee could be charged with integrating the District Services and college plans into one. If a subcommittee is formed to integrate the plans, the plan would then go to the full committee for approval. Members Juan Avalos, Stephen Dubay, Bruce Hagan, Denice Inciong, Jenny Langrell, Jim Laurie, Jim Phaneuf, and Mark Schiffelbein volunteered to serve on the subcommittee. Members will use SharePoint to share information and plans.

*Staff Directory:* Craig Justice requested an update on the staff directory. Bruce Hagan added that staff members at IVC would like to see a “Facebook”-type directory. It was reported that HR is responsible for inputting the initial staff information for the directory, while staff members are responsible for updating room and extension information. When other issues related to the directory have been addressed, all employees will be sent an email regarding the maintenance of directory information. This same information will be addressed every in-service and during new employee orientation.

<b>Summary of Decisions Made:</b>	
<ul style="list-style-type: none"> <li>• Committee endorsed the recommendation of District IT and the Admissions managers to pursue a contract with Credentials Inc for an electronic transcript solution.</li> <li>• A DTC subcommittee will be formed to integrate District Services and College IT technology plans into a 3-5 year district-wide plan and review the plan on an annual basis.</li> </ul>	

	<b>Action Item</b>	<b>Assigned to</b>	<b>Deadline</b>	<b>Status/Comments</b>
1.	District IT and the Admissions managers will pursue a contract with Credentials Inc for an electronic transcript solution.	District IT and Admissions managers	Approved by Fall Semester 2011	
2.	Contact academic senates and/or college technology/distance education committees for additional faculty representation on technology plan subcommittee. See #4 Updates, Technology Plan.	Bob Bramucci	Beginning of fall semester	

**Summary of Meeting:** Members discussed and endorsed the recommendation of District IT and the Admissions managers to pursue a contract with Credentials Inc for an electronic transcript solution. Bruce Hagan provided research on proctoring services. Bob Bramucci reported on the need for a committee or subcommittee to work on a district-wide technology plan. Members discussed issues with the staff directory.