



## MEETING MINUTES

**Technology Planning Committee: a Sub Committee  
of the District Planning and Advisory Council  
Fri, September 16th, 2016, 10:30AM-12:00PM in  
Information Technology Conference Room M207**

**2016-2017 Members: Steve Chen (Co-Chair), Walter Meyer (Co-Chair), Dan Rojas, Rupinder Bhatia, Stephanie Schlatter, Jinan Darwiche, Tom Peters, Peter Morse, Christine Miller, Mohammad Fakh, and AS Student (not yet selected).**

**I. Call to order – 10:34 am** – Present: Steve, Walter, Dan, Rupinder, Jinan, Christine, Regina Ip and Bob Meyer.

a. Steve Chen & Walter Meyer were elected as Co-Chairs. Jinan moves, Christine seconded, unanimous 10:35

**II. Approve TPC meeting minutes from 6/10/2016.** Christine moves, Dan seconded, unanimous 10:36

**III. Announcements:** (ISC, DE, Student (AS), Classified, Managers and others)

- DPAC shared Institutional Directives for info only. Howard Stahl wrote, Teresita Rodriguez to modify. Any questions, talk to Steve and Walter individually.
- If you have anything to add to the agenda, please email your additions to both Steve and Walter 2 weeks before. Agenda should be posted the Friday before the meeting (1 week before)

Jinan on ISC – No meetings yet.

Discussion regarding student notification when a faculty drops them from a class.

Template with proper language regarding drops approved by Esau Tovar, Jennifer Merlic to bring to chair meeting Friday, Sept 16<sup>th</sup>.

Christine on DE - Canvas roll out and transition going well. Mentors training faculty improves the mentors understanding of Canvas.

Student (AS) – no student rep, no report

Classified - Mohammad brought up previously that the computer lab staff should be trained in Canvas to help students when the roll out begins in January.

On the Canvas conversation topic: Dan Rojas discussed complications with WPA connections. There are some window issues with Canvas being addressed. Canvas Apple IOS is seamless. Single sign on is currently not possible for Canvas through

Corsair Connect. The current statewide solution is not compatible with our current Oracle. Investigating solutions, perhaps a new portal.

Managers – Rupinder reported on the most recent roll outs: Canvas, new credit card payment system Easy Path with Heartland, online tutor tracking for the library with single sign on through Corsair Connect, VIP day check in app.

Updates on CCC applications: CCC apply is coming, we have the requirements, will test, and roll out in 5-6 months. Need CCCID in system. CCC Asses is not ready yet.

Projects in works: Oracle Forms & Reports project approved at September 6<sup>th</sup> Board Meeting. Proposed schedule being worked out.

CRM: Customer Relationship Management, Esau and web (Regina IP). Esau had invited 4 vendors to make presentations this past week. Part of the RFI process, coordinated collaborative planning, for a potential ERP.

Discussion: MIS was contacted to assist with Formatta through Viatron for EOPS.

Admissions & ASG had also purchased this product individually. IT was not aware that this product was purchased. Need to review established process. Technology projects should not be signed off without IT input, as IT needs to review for compatibility and compliance. A separate meeting needs to be held to discuss vendors that are not ADA compliant, and should not be paid.

Dan discussed upgrading SharePoint software from 2010 to 2013. Not changing the layout or the branding, but adding functionality with Microsoft to implement new standards. Upgrade should be seamless, test with users that have access will begin late Oct / Nov after accreditation visit.

**IV. Reports:** none

**V. New Business:**

- a. TPC goals for 16/17 – Agreement to replace TPC objectives wording to TPC goals. Recommend that members email Walter and Steve suggesting new goals & recommendations to be added to existing list. List should include formalizing our planning process, IT security and FERPA training. TPC goals should include our vision, objective, objective with recommendations, and how does this affect other process / college planning. Question if IT objectives should show a link to this.  
Discussion: Recommendations go to DPAC, but question what happens after.
- b. Information Security Awareness Month (October): Motion made that Walter and Dan will craft a statement for security awareness month, and put on next DPAC agenda. This will be a statement of support, and will include our long term objective of ongoing training. Christine moves, Steve seconded, unanimous 11:40 am.
- c. Discussion regarding the need for institutional training and security policy. A policy for security to be added to next month's agenda.

**VI. Old Business:**

- a. Masterplan Technology Objectives for 16/17
- b. TPC Planning process-discuss at next meeting as part of TPC goals for 2016/17
- c. Approval of TPC meeting Dates for 16/17 academic year: Dan moves, Jinan seconds, motion approved: 9/16/16, 10/21/16, 11/18/16, 12/16/16, 1/20/17, **2/24/17**, 3/17/17, 4/21/17, 5/19/17, **6/9/17** All meetings are the third Friday of the month unless in bold. 2/24/17 is the first week of Spring and 6/16/17 is after graduation.

**VII. Adjournment** – Moved by Jinan, seconded by Dan. Meeting adjourned at 12:13

**Next Meeting:** October 21<sup>st</sup>, 2016