

Santa Ana College
Technology Advisory Committee (SACTAC)
November 19, 2020, Zoom
Minutes

Attendees: Jodi Coffman, Dori Dumon, James Hester, Michael Hoang, Cherylee Kushida, Jose Lopez Mercedes, Claire Lyle, Monique Moreno, John Steffens, Mark Turner, Jesse Gonzalez (guest)

Absent: Susan Hoang, James Kennedy, Irene Glomba, Pilar Traslavina, John Tran, Tammy Cottrell

1. Approval of the Agenda

It was moved by Cherylee Kushida and seconded by Michael Hoang to approve the agenda. The motion carried unanimously.

2. Approval of the Minutes from October 22, 2020

It was moved by Cherylee Kushida and seconded by Jose Lopez Mercedes to approve the minutes from October 22, 2020. The motion carried unanimously.

3. Public Comment

There was no public comment.

4. Old Business [action]

a. Computer Replacement Funding Proposal – Michael Hoang (10 mins.)

Michael reported that 83 instructional laptops would be funded using the CARES Act. There is a possibility to use funding from the Block Grant for Faculty and Staff's laptops, but the Planning and Budget Committee is not ready to take this decision yet.

The current plan for computer replacement (\$100,000) is as follows:

- Replace 104 Instructional Desktops - \$99,051 (current replacement plan)
- Replace 83 Instructional Laptops - \$136,974 (CARES Act)
- Hope to Replace 45 Non-instructional Laptops - \$82,516
- Not Able to Replace 206 Instructional Desktops - \$553,422 (no funding)
- Not Able to Replace 37 Non-instructional Desktops - \$35,805 (no funding)

Potential issues with current plan:

- 150 computers are/would become 5 years old or out of warranty by the end of 2020.
- 339 computers would become 5 years old or out of warranty by the end of 2021.
- 243 computers will not be able to be replaced if they fail.
- Options to replace computers that are not funded through current plan: pay for an out-of-warranty repair, purchase and wait 2-3 months for the new computer to arrive or to not replace the computer at all.

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It was moved by Michael Hoang and seconded by Cherylee Kushida to send back proposal for \$589,000 additional funding to Planning and Budget for consideration. The motion carried unanimously.

b. SACTAC Goals – John Steffens (30 mins.)

Goals for the Committee to achieve by the end of May 2021. The SACTAC Goals document could be found in the TEAMS site.

- Produce funding proposals to support technology needs
- Increase knowledge around accessibility processes and requirements
- Survey the technology needs of the campus
- Update SAC's Integrated Technology Plan

It was moved by Cherylee Kushida and seconded by Dori Dumon to adapt the SACTAC goals. The motion carried unanimously.

5. Reports [information]

a. ASG Student Technology – Claire Lyle (5 mins.)

There was no ASG report.

b. Student Help Desk – Monique Moreno (5 mins.)

There was no Student Help Desk report.

c. Distance Education – Cherylee Kushida (5 mins.)

Cherylee is identifying and advising all faculty to get their Remote Instruction Certificate even if they are going to teach face to face.

CCC is going to pay for Labster software for our STEM Labs. The District has foundation pricing for Neptune, Proctorio and Cranium Café among some other software. The District will be submitting and managing submissions to CCC for further and better pricing and improvements collectively with 115 other Colleges.

Cherylee will be providing training and educating faculty on the use of Proctorio and the use of alternate kinds of assessments other than Proctorio. Proctorio is a web based proctoring software that uses a webcam. SAC has been using Proctorio since 2016. It was used for online classes only; it has been used mainly by for those who either have departmental or outside accreditation requirements to have student's verification.

The State Chancellor's office has provided funding for Canvas, Zoom and other applications until June 2021. No district can afford not to pay for this software, especially Canvas, which is the most expensive software. It will be unsustainable for the District to get all these tools transferred over to us for cost.

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d. Student Information Support – John Steffens (5 mins.)

Work is continuing on the implementation of Starfish. Focusing on communication around technology and student success. Integration is currently happening between Colleague and the Pathway module.

Completed the third progress survey for Starfish. Over six thousand kudos have gone out to students. Research will be looking at the work that was done through the Early Alerts and what impact they had on student's retention and completion.

Continue implementing Self-Service, focusing on single sign-on and working towards figuring out at what point to transition Self-Service to Single Sign-on system so users don't have to re-log in when going from WebAdvisor to Self-Service or to Canvas. Cranium Café will too be switching to the Single Sign-on system that uses student email.

The Web Redesign project is on hold pending funding. The A&R webpage has been cleared out from old content. Working on improving the quality of SAC website. Looking at fall 2021 at the earliest for the completion of the SAC webpage redesign.

e. Information Technology Services – Michael Hoang & Jesse Gonzalez (5 mins.)

The computer replace plan is at 97% completion for the current year; 324 computers have been replaced out of a possible 334, only 10 are still pending.

Assessing NextGen is going well, this is one of the tools ITS is looking into for digitizing forms. Testing the integration with Colleague is looking promising. Also, assessing Ellucian workflow, which is another program that can digitize forms.

Hot spots are difficult to support the procurement of those devices out of the District because they act and behave as a cell phone in terms of contract, bills and the liability associated with them.

ITS is doing a lot of research into the Meeting Owl. It is a unit with a camera system. It has built in microphones, cameras, speakers. It can potentially allow for a hybrid classroom scenario where you have a limited number of students in the classroom and the remaining of students online or remote.

f. Accessibility Workgroup – Mark Turner (5 mins.)

- Group had a very constructive meeting with Thurman Brown, from the web team; did some gathering of current practices and project's accessibility. There is a commitment to do a validation testing.
- There was an observation that some of the gaps in the current website relate to third party parts; working with the vendor on trying to get them resolved.
- Accessibility knowledge for content on the web is important. Thurman is supportive on providing training opportunities on regards to accessibility.

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- Over the longer term, SharePoint might continue to be what we use for business processes as our Intranet, but the public facing portion of the website might at some point transition out of SharePoint into something more user friendly for content authors.
 - We should have a clear statement about commitment to accessibility on our website and provide a clear mechanism for people to report accessibility issues.
- g. Mediation (5 mins.)
There was no mediation report.