

Santa Ana College  
Technology Advisory Committee (SACTAC)  
October 25, 2018; Room D-418  
2:30pm - 4:00pm  
Minutes

1. Call to Order  
The meeting was called to order at 2:30 p.m.  
Attendees: Roy Shahbazian, Brian Kehlenbach, Brenda Serratos, Archana Bhandari, Fernando Ortiz, Mark Turner, John Tran, Cherylee Kushida, Tammy Cottrell, Jim Hester, John Steffens, Jodi Coffman, Pilar Traslavina, Jorge Forero and Jim Kennedy
2. Approval of the Agenda  
The agenda was approved.
3. Approval of Minutes from September 27, 2018 Meeting  
Minutes were approved.
4. Public Comment  
No public comment.
5. Reports
  - a. **Project Management**
    - No changes to the project roadmap. Prioritization group is meeting to develop a process and review projects. A request was made to have the form be a fillable form. Prioritized projects will be taken back to SACTAC for information.
    - MIS data is being submitted for Financial Aid and clean up is occurring at higher rates than in previous years.
    - Cranium Café and name Coach is being implemented
  - b. **SAC ITS Update**
    - Computer replacement plan approved through Planning and Budget.
    - District ITS is replacing servers at SAC. All computers purchased from last year have been installed. ITS is installing new switches.
    - Adobe updates are an issue that ITS is working on it to ensure compatibility between Adobe products. ITS reminds us that it is best to do updates before the start of the semester.
    - District ITS will pay for the software for a new Online Orientation system
  - c. **District ITS Update**
    - Infrastructure and wireless updates are occurring.
    - District ITS is researching a solution to better manage updates.
    - AR for Data classification is being taken to the District Technology Advisory Group
  - d. **District Duplication Update**
    - Written report submitted by Dean Hopkins: In regards to the District Publications topic we have downloaded the printer paper libraries and are installing them on the printers in

## Quick Copy and CEC.

We will be working with the publication technicians in these areas to test and print the jobs. We will also be developing a procedure as to which print jobs are printed locally as opposed to the Publications Center to be respectful to everyone's budget.

Once we've worked through this we will work with Roy, Elliott and a few other faculty and staff members to test our plan and make any modifications that need to be made.

### 6. **SACTAC Goals** – The following goals were identified at the meeting:

- Adhere to computer replacement plan for the current year
  - Develop strategies for dealing with heavy replacement loads in future
  - Analyze status of laptops for checkout in relation to the replacement plan, especially with regard video and other media functionality
  - Include laptops for checkout in computer replacement cycle
- Mediate remaining unmediated classrooms
  - Develop strategy for addressing replacement of ceiling mounted projectors
- Expand use of OER (Open Education Resource) materials
- Evaluate options for improved campus printing solutions for students and staff
- Progress on SAC Website redesign
- Implement text messaging solution for SAC
- Deploy online education plans
- Update SAC Technology Plan
- Survey and communicate future educational technology
- Support of OEI (Online Education Initiative)
- Adoption rate of Canvas
- Identify technology needs of Guided Pathways
- Review and implement district accessibility plan

### 7. **Web Accessibility/Usability** - tabled until next meeting