**District Consultation Council Technology Subcommittee
Meeting**

Meeting Summary
Friday, August 3, 2018
9:00 a.m. – 10:30 a.m.
District Office, Conference Room E

Dr. Andreea Serban	Dr. Andy Dunn	David Thompson	Cheryl Chapman
Bill Saichek	Fred Rocha	Rupa Saran	Ann Holliday
Kevin Harrison	Bill Saichek	Sandy Whiteside	

1. Deployment of TechSmith Relay, Snagit, Camtasia

Dr. Serban updated the subcommittee on the deployment of TechSmith Relay, Snagit and Camtasia. She stated with the help of the College Canvas administrators, Cheryl Chapman, Rupa Saran and IT, Snagit and Camtasia were successfully deployed. Snagit was pushed to desktops district-wide. Snagit and Camtasia can be downloaded by following the instructions posted on MyCoast under the career network section. The instructions for downloading Camtasia and Snagit were placed on the portal to give access to employees who use laptops and they can install it themselves. The District is using the honor system with employees to ensure access to this download is not shared externally. TechSmith representative Fred Stacks indicated that there is not an issue with having employees accessing the products directly, but if it is shared externally, the issue would be the bandwidth. Dr. Serban communicated that the District will get regular reports on bandwidth use. Cheryl Chapman noted that she was on a conference call with TechSmith yesterday and was told bandwidth is no longer an issue. Dr. Serban replied that she will need to review the contract and have this in writing.

Cheryl Chapman stated that each college will deploy training as they see fit. Each college could work with IT to set up lab hours to properly train employees. Rupa Saran stated that OCC has deployed Snagit and Camtasia to labs. Cheryl. Chapman also noted that TechSmith Relay will be added to the My Coast portal in the Career Network section.

Dr. Serban stated that there will be a presentation at each college during flex day for all of these products. Cheryl Chapman will present at the Coastline College Flex Day. Joseph Milunas will present at the OCC Flex Day and Juli Van Dorn will present at the GWC Flex Day.

2. Prioritization of projects that have a technology component (attachment)

   Project prioritization site http://itprojects.cccd.edu/
   - Level of detail needed
   - Dealing with needs that may arise after initial prioritization or in between scheduled prioritization meetings/cycles
   - Schedule for initial prioritization and subsequent prioritizations during the year

Dr. Serban displayed the Information Services Project Prioritization Governance Process matrix. This shows how IT projects would be prioritized. Rupa Saran reviewed the prioritization application accessible through http://itprojects.cccd.edu/ that will show all IT projects.   There are three phases/categories to choose from: Initiation – projects in the initiation phase, Planning – projects in planning phase and Active – active projects.   Rupa Saran explained that in the initiation process, a person (faculty or staff member) can submit a proposed project. There must be a sponsor for the project such as a College President or Vice Chancellor. Rupa Saran stated IT projects for the District office should be coordinate and submitted by Ralph Looney.

Dr. Dunn asked if there is a way to tell if an item is district-wide or college specific. Rupa Saran replied that when a project is submitted, the submitter must clarify who is impacted by the project. Dr. Serban stated that it might be a good idea to include District Office as another option as there have been projects which were specific to the District Office locations such as the system upgrade in the Board Room and equipment replacements and upgrades for the conference rooms at the District Office. The group discussed if that is needed, because any IT projects done at the District Office could fall under the category of districtwide. Fred Rocha said it is not an issue to add District Office as an option.

The group asked about the necessity of the questions listed in order to be able to submit a project. Fred Rocha explained that the answers to these questions need to be a clear explanation of the projects. Once all questions have been completed, the project can be promoted. Only certain employees have permissions to promote a project.

Dr. Serban asked if other executives and managers at the District Office would be able to submit IT projects instead of going through Ralph Looney to submit. Rupa Saran replied that the IT department wants to make sure that a project is approved and properly submitted. Dr. Serban expressed concern about not creating delays and a bottleneck by having only one person allowed to submit projects at the District Office. IT certainly will review the proposed project and the individual submitting a proposed project would work with IT to revise the proposed project before the project would be promoted to the next phase.

Rupa Saran also demonstrated how to score a project. If a pencil icon is displayed then this indicates that you have permissions to score a project. On average it takes only one person to score, but in some cases it takes more.

Rupa Saran also spoke about the active projects section. This page gives information and details on projects currently being worked on.

Fred Rocha showed the group where to view more information for projects such as summaries and deployment schedules. IT has many projects that require a high level of interaction. The department wants to be transparent with projects.

Dr. Serban stated that she has a few projects that she would like to add to the list and asked when can these be entered in the system. Fred Rocha replied that projects should be added in over the next two weeks, so that they can be reviewed and prioritized before the start of the fall semester. Once all projects are in, scoring can begin. Ideally, scoring should be done by August 27. If a person is a sponsor, the sponsor will get an e-mail notification that the person has been designated as a sponsor. Dr. Serban asked if an e-mail notification can be sent to scorers as well. Rupa Saran responded that it could be looked into.

Dr. Serban asked how a project stays at a certain prioritization after scoring has taken place. Rupa Saran replied that each semester the prioritization locks. Fred Rocha explained that there is a difference between maintenance, a new project and an emergency project. The IT department understands that emergency projects do arise and it will be taken into consideration. Ann Holliday asked if a project can be added after the semester has begun. Fred Rocha said that projects should be added at the beginning of the semester, but this can also be reassessed. Dr. Serban stated that she doe not think scoring by semester will work. There are grants that are obtained during the semester and grant deadlines also can change. Rupa Saran replied that as soon as the office is aware of a grant, input it into the list. Dr. Serban said that she would rather not add a project that could be funded by a grant until the grant is awarded. Entering projects that are just possibilities because a grant application is submitted would create significant additional unnecessary work. Ann Holliday agreed and noted that Coastline has many grants that involve technology projects. The process and system need to allow for flexibility and not become a barrier. Fred Rocha said that the project would not need to be scored, but knowing about it prior to a grant being awarded could help IT better prepare. The sooner IT knows the better.

3. Process for determining projects to be funded from the Measure M Technology Endowment
   a. Projected payouts from the endowment (attachment)
   b. The 2018-19 payout will be used to pay for a part of the Voice Over IP project

Dr. Serban noted that the subcommittee has talked over time about the process for determining projects to be funded from the Measure M Technology Endowment. The first payment is in 2018-19. Dr. Serban displayed the Projected payouts from the endowment. Dr. Dunn explained that back in 2012, the voters supported a 698 million G.O. Bond. At the time, CCCD was no longer receiving sufficient funds from the state for technology and capital needs. CCCD took it upon themselves to become more self-sufficient and designed this endowment. Starting in 2018-19, there is an ongoing revenue stream through 2036. It is not meant to meet all technology and capital needs, but to supplement for resources that are already going towards these items.

Dr. Dunn stated he proposed that he and the Vice Presidents of Administrative Services at the colleges will make recommendations regarding how these funds should be allocated. Dr. Serban noted that this subcommittee needs to be involved in the process of making recommendations as to how these funds would be spent and for what projects.

4. Dealing with soon to be required statewide ID number to access Canvas

Dr. Serban stated that in the Canvas workgroup there have been discussions about the upcoming requirement to have a CCCApply generated ID to access Canvas. Any student who applies through CCCApply will automatically receive this ID number. However, there are many students who do not apply CCCApply such as International Students, incarcerated students and noncredit students. CCCD is not the only district with this issue. CCCD and other districts are planning to ask the State if they can provide another mechanism besides CCC Apply that can generate this ID number. The State indicated at one point that all students need to have this number by January 1, 2019 in order to access Canvas.

Rupa Saran asked if the State Chancellor's Office Tech Center has a recommendation. Dr. Serban noted that they have not released anything yet, but there might be an application that can solve this issue. Hopefully something is release between now and December. Fred Rocha said he will try to reach out to someone in the State Chancellor's Office Tech Center to see if there is anything in the works.

5. Reports and items from College Technology Committees

Kevin Harrison stated that the unified communication project is currently under way. The system provides a variety of tools such as instant messaging. During the faculty flex day, there will be presentations on Ring Central to help faculty learn about all the tools that can be used.

6. Updates on major projects and initiatives

Rupa Saran stated that the major projects that IT has been working on are on the Project prioritization site.

7. Other
   a. August 11, 2018 5:15pm to August 12, 2018 5:15pm Banner outage for time-sensitive upgrades for Financial Aid. No impact on access to Canvas.

Dr. Serban communicated to the subcommittee regarding the upcoming Banner outage on August 11, 2018 5:15pm to August 12, 2018 5:15pm. There is no impact on access to Canvas.