

TESS Executive Committee

February 2, 2018
Minutes
10:30 a.m. – 12:00p.m.
PDC 104

TOPIC	DISCUSSION
Introductions	Brandi Bailes, Yvonne Beebe, Shari Blackwell, Wayne Bogh, Jason Brady, Paul Bratulin, Andrew Chang, Jeremiah Gilbert, Rick Hrdlicka, Celia Huston, Rhiannon Lares, Jeremy Sims, James Smith, DyAnn Walter, and Keith Wurtz.
Review of the Minutes	Minutes are posted on District web-site: http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx Motion to approve by Jeremy Sims, seconded by Rick Hrdlicka.
Committee Charge	Develop, monitor, and update the Technology Strategic Plan and District IT Prioritization Process, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives; Review, prioritize and monitor District-wide IT projects.
Help Desk	<p>Jeremy stated that Gerard de Leon has taken on an interim position in District Education but is still helping with the Help Desk. Staff are busy answering phones, helping people, resetting passwords and entering tickets. Jeremy asked for feedback on how the Help Desk is doing.</p> <ul style="list-style-type: none">• Brandi stated she had a positive encounter when a student was needing a program and the Help Desk assisted with adding to the account. Andy stated that it is very helpful that it is extremely helpful that the Help Desk is able to resolve issues instead of just creating a ticket as the past system did.• James Smith had two positive issues when created a ticket and a local IT staff person picked up the computer, and the other ticket dealt with Canvas that was very positive also. <p>Jeremy discussed the Help Desk recording which states that if they are a student and are calling for Canvas and need to have their password reset, where they are directed to the website. All other issues submit a Help Desk ticket. All other issues, please submit a Help Desk ticket. Students are getting through and we are changing numerous passwords every month. Considering promoting that in the Help Desk so when they call they will be told to go to the website or to hold for the next available representative.</p>
Canvas Update	<p>Rhiannon stated that the Starfish implementation was complete. We will have a conversation with the researchers to do an evaluation that can be integrated into Canvas. San Bernardino Valley College (SBVC) is looking into joining the OEI consortium. We are checking to see if SBVC qualifies for that. Gerard is currently serving as the interim District Education Systems Administrator.</p> <p>We are looking at closing up and archiving Blackboard. Currently, faculty do not have access, however, Administrators do have access. Faculty can contact the administrators to access data in Blackboard. Joining the OEI consortium is the overall state exchange system for offering courses online. Andy stated that he viewed the webinar for the technology officers and it seems seamless. They install a piece of software on our on our On Premise servers and it talks to other schools. The heavy lifting is being done by the</p>

	<p>Tech Centers. We need to provide the hardware means in order to proceed. This is supposed to come back into our system so it can be on the transcripts. If you are the teaching school you would get the FTE. Must also accept the other schools courses. Our students could take their courses and they would accept the FTES. State would have a master list of courses across the state. Currently there are 13 colleges in the initial pilot.</p>
TESS New/Re-Hires	<ul style="list-style-type: none"> • Laz Mascarenhas left at the end of the last fiscal year. Roger Robles will be starting at the end of March as his replacement. • Rick Hrdlicka has Cedric Rim from Fontana Unified starting on Monday as a replacement for Steve Race. • The Distance Education (DE) Administrator position is testing now. This position is in charge of Canvas, helping with training, course mergers, and enter SI's.
Hosted Colleague Update	<p>We have been working with Colleague to host the Ellucian team to do several things:</p> <ul style="list-style-type: none"> • Upgrading internal servers to be on the latest versions. • Going through FA set-up for the next fiscal year. Student fees from financial aid will be part of set-up. This is to be completed before the next disbursement cycle starts in the fall. <p>We recently had issues with hardware where Colleague went down for a few hours, however up-times remain to be very good. TESS does maintain a standard maintenance window from 3 a.m.-7 a.m. every Friday. This time period is for patching and maintenance. In the future, if the colleges want to run additional processes for dropping non-payment, automatic dropping for pre-reqs and co-reqs, that will require additional maintenance time. Currently colleges are wanting to drop only once per term, a week before the term starts. That is down-time scheduled beyond the standard maintenance. Students with asterisks that do not meet pre-requisites will be automatically dropped once per term. Valley College was done today and CHC was done a few weeks ago.</p>
Project Discussion and Prioritization	<p>Andy stated that there are no current existing projects. There are new projects that were submitted through this cycle and not addressed through the previous cycle. These are mandated projects and must be completed as priority.</p> <ul style="list-style-type: none"> ▪ Projects for Internal <ol style="list-style-type: none"> 1. TBA Hours (M) <ul style="list-style-type: none"> ▪ Auditors found that we were calculating classes with TBA hours was incorrect. ▪ Need to change DB component. This is a time commitment for course and term. ▪ Instruction is asking of showing the online schedule, not just the hours per week but the total amount of hours the class is meeting. 2. CHC MathMM (M) <ul style="list-style-type: none"> ▪ Math faculty at CHC have come up with course HS grades and are currently doing it annually. Would like to get it into Accuplacer and have it automatically populate into Colleague. 3. ZTC Books (M) <ul style="list-style-type: none"> ▪ Must identify in schedule so CHC and SBVC can create PDF in WebAdvisor and college websites. In June, email sent out from

Chancellor's office. They want it to have a symbol on any online schedule next to the class. There were some parts still missing.

4. Put in request to automate the deadline, there are some tweaks going on with that to help meet that requirement. In WebAdvisor and online schedule.
5. Student Fees from Financial Aid
6. Want to deduct any owing student fees from their financial aid disbursement. Colleges will incur less debt.
7. Scholarship checks from Colleague
8. Need to be able to print scholarship checks from Colleague. They are currently able to print other check types.
9. Auto-enroll from waitlist
10. If the student is #1, they will get auto enrolled into class that is on waitlist.

▪ Vendor Projects

11. SLO Cloud Enhancement
12. Adding student level data to be able to disaggregate. This is an accreditation requirement.
13. Courseleaf for Valley
14. Catalog software and curriculum software. Fiscal Services is checking this out.
15. Common Assessment Initiative (CAI) – Project request, does not believe it is live anymore. Andy will check with Kirsten Colvey.

The first three items will stay as priority as they are mandated functions. Item #4 will be kept where it is.

Priority Ranking is as follows:

1. SLO Cloud
2. Auto-enroll from waitlist
3. Courseleaf
4. Common Assessment Initiative (CAI)

There was a motion to approve by Rick Hrdlicka and seconded by Brandi Bailes. All moved to approve.

The priority list will be taken to Chancellor's Cabinet and then published at that time. If priorities are changed, groups will be contacted.

The concern over Auto-enroll for Crafton was briefly discussed in regards to students getting enrolled in courses without their knowledge and then receiving a bill.

Meeting adjourned at 11:15 a.m.

Future Meeting

April 27, 2018