Technology Committee Meeting

Minutes

Meeting Date: Sept. 16, 2020   **Meeting Time: 3:00-4:00pm**

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Meeting Participants

___ Andrei Yermakov	___ Clifford Seymour	___ Jennifer Hill
___ Syria Purdom	___ Nicole Gordon	___ Evan Skorka
___ David Maruyama	_A_ Brent Kooiman	_A_ Lauren Sosenko
___ David Simmons	___ Celia Valdez	___ Gary Narusawa
___ Lynn Chung	___ Charles S Hobbs	___ Denise Blood
___ Domenic Capozzolo	___ Allister Caddy	___ Josue Flores

A=absent

<u>**Meeting Minutes**</u>

- **Technology Committee Responsibilities**
  - o Andrei called the meeting to order and went over the duties and responsibilities of the Technology Committee. The Technology Committee is an advisory committee that meets in the fall and spring semester. Committee members introduced themselves.

- **Minute Approval**

  - o Motion made by David Maruyama) and seconded by (Clifford Seymore) to approve the minutes from the May 20th meeting.

- **Shared Governance**

  - o A handout was provided to committee members displaying the process of shared governance and how it relates to this committee. This is the process this committee will be using moving forward.
  - o Also, the 504/508 Committee is a subcommittee of the Technology Committee and we will receive updates about the accessibility standards and recommendations for the campus.

- **COVID-19 Update**
  - o We are continuing in a remote environment with some CTE labs being held on campus.
    - ➢ **Laptop/Hotspots-** Laptop and Hotspot are being provided to students. 130 laptops have been mailed to students so far this fall.   Hotspots are paid for by Student Equity and are also being mailed out to students. Currently Hotspots are only available to students.
    - ➢ There was discussion on the laptop approval process and shipping time to students. IT only handles the shipping of the laptops and it is usually a 24-hour turnaround from approval to shipping to students.

- **Ellucian/ Compton College Projects**
  - o Student can now order transcripts online
  - o National Clearing House Data submission
  - o **ERP documentation** system will be introduced to campus, intro portal in final phases.
  - o **CCCApply** spam applications are still being cleared up. The application process has gone to manual from automatic to prevent the Spam Applications.
  - o **Student Account Deactivation**-IT is currently working on a process to deactivate student accounts with no academic history.
  - o There were questions about CANVAS and the issues with dropped students. Allister addressed the committee and said that the system has been processing the dropped students, but they are still working on this issue. Denise Blood had questions about the data rollover in BANNER, Andrei stated that BANNER will revised those errors. There was more discussion about Ellucian support on campus. J. Flores is getting up to speed to assist with the tech issues with BANNER. Its was also recommended to request IT support when experiencing a BANNER issue. The campus does however have extensive support from Ellucian.

- o Syria had a question regarding Touch Net tracking system. Andrei indicated he had just received an email from Touch Net and will be following up with them and discussing with the committee at the next meeting.

- **Library System** – Charles Hobbs talked about student access to the library and inquired about access to a report that could identify currently enrolled students. There was some discussion about the request and the current Library System. Ex-Libris Alma the current library license will be terminated by the State at the end of the year. Management needs to be updated about the cost of the license moving forward if they will continue with Ex-Libris- Alma system)

- **504/508 Committee** – David Maruyama mentioned they had the first committee meeting last week. There was discussion on accessibility software and the need to be compliant. The District website is not in compliance with accessibility guidelines. There was also discussion about braille signage and if the new buildings will include it. 504/508 committee will make recommendations and present them at the next Technology committee meeting.

- **SRC Student Tracking**- AIM (Account Information Management) Clifford shared the AIM website with the committee to display the features of the system. It is a Cloud based system which is ideal with working remotely. There was discussion on cost of system and faculty training.

- Clifford Seymour made a motion to move forward with implementation of the AIM Cloud Base software for SRC. Technology Committee members were all in favor.

- **Equipment Policy**- There is a proposal to replace all faculty laptops and adopt an equipment replacement policy every 5 year for full time and every 7 years for part time. This does not include laptops issued to staff working remotely. David Maruyama made a motion to accept the replacement policy and purchase new faculty laptops, Jennifer Hill seconded. All committee members in favor.

- **Security Training**- This item will be tabled for the next meeting.

- **Multi-Factor Authentication** - This will be performed in phases, currently all managers have been complete. Next phase will begin with classified staff, then on to faculty and students. This will be used to eliminate fraudulent log ins. A zoom link will be send from ITS to attend a 5minute Zoom session to set up the multi-factor authentication.

Meeting Adjourned

The Next Scheduled Meeting
October 21, 2020 @ 3:00pm