



**Technology Committee Meeting
April 17, 2018
2:00 p.m.
Distance Education**

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair		Virginia Rapp Co-Chair	√	Irene Graff Inst. Research	√	Tiffany Ushijima ASO Student Rep
√	Robert Sutton SRC		Melissa Guess Financial Aid	√	Mari Baquir SSVC/Student Development	√	Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.		Brian Fahnestock Admin Services	√	Claudio Vilchis ITS/Network	√	Sal Valencia Tech Services/AV
	Andrei Yermakov Compton Center		Patrick Ko Purchasing		Thurman Brown Tech Services		Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police	√	Vladimir Vasquez ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling & Student Success
	Lisa Mednick Takami Prof. Development	√	Paul Yoder IT Security	√	Maria Smith Human Res.		Jane Miyashiro Human Res.
√	Gema Perez ECCE	√	Ann O'Brien Marketing & Communications		Carolyn Pineda Inst. Research	√	Crystle Martin Library/LRC

“The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College Technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan.”

I. Old Business

- a. Review and approve minutes – We have tabled the minutes for March until the May meeting.
- b. TracDat – Next year the Technology Committee will be more involved in reviewing the technology aspects and helping to prioritize some of the requirements for the college and submit them to the VP's.
- c. Current Projects Update

Software Updates – We have an approval on the contract for Benefits Bridge, the online benefits software package. We anticipate going live in the new fiscal year.

Silk Road, the electronic onboarding software, has an anticipation date of August 2018.

FormStack is operational. Human Resources put out several forms including new computer and software forms with the originator, approver, and purchasing piece on the same form.

TimeClock Plus is ready to go live in test at the end of April and live in production at the end of May for all temporary and student employees. Within the next year, all faculty and staff will be online.

NEOGOV is a possibility for the college to replace iGreentree. NEOGOV has an HR software that automates the entire hiring, onboarding, training and performance evaluation process.

Review Snap is the online 360 evaluation to allow an easier process for completing annual evaluations in a timely manner. We may be able to use Qualtrics software for student driven evaluations of faculty.

CollegeNet is an automatic schedule-building tool, software for the master calendaring system. We will have a demo of R25 and X25

in a few weeks. These are the larger versions of master calendaring used in several schools across the country.

We are considering building our college catalogue through the software DigArc. With DigArc, the software automatically builds the catalogue once the catalog once the curriculum is populated. If there are changes to the curriculum, the catalog will automatically update.

CRM Recruit is ready to go live at the end of this month or early May. CRM Recruit is the perspective-student software tool. This will move the school away from paper and lead cards.

Simpler is a budgeting reporting tool that we are building out in "test" at this time. We are looking at an export of faculty agreements from Colleague into Simpler. This will automate the way faculty members are paid.

Jeff Hinshaw is working on Position Control functions. His team is trying to figure out how to use it in Colleague with the tools we already have.

CampusLogic will go live in the next couple of weeks. It will allow students to submit documents for the 2018/19 school year. They are able to sign and submit documents electronically or have the option of printing them out and sending them in.

Civitas is a cloud-based software for students to manage their schedules. We are attempting to schedule a demo of this product at our May Technology Committee meeting.

Suggestions made to present student-based software to focus groups of students for their feedback is considered.

Ellucian On-Demand subscription library is live for anyone who has access to Colleague. We are testing the finance, budget and graduation modules in Colleague.

We hope to have a series of guidelines developed for Qualtrics, a survey tool that is ADA compliant, by the fall and offer training

through Professional Development. If anyone wants to participate in the testing Qualtrics see Irene Graff.

Some of the Academic Divisions, Bookstore and Finance has requested Face-to-Face training in Colleague. If other larger areas would like training, we will do our best to accommodate.

- d. Accreditation Self-Study Report is due in early 2020. It is broken into four standards. We will look at Standard 3 as a committee. We are asking the committee to help craft the narrative and criteria of technology resources. The committee reviewed accreditation documents and forms for comments for the evaluation criteria and further Technology Resource Standards.
- e. Claudio Vilchis performed a demonstration of Office 365.

II. Meeting Adjourned

- a. Meeting adjourned at 3:06 p.m.

C (COLLABORATION) – “Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”