

**Cypress College
Campus Technology Committee
(CTC)**

Minutes
October 11, 2017

Members Present: Peter Maharaj, Terry Gleason, Angela Boyd, Marc Posner, Cari Jorgensen, Karen Joy, Daniel Sebastian, Monica Santana, Yanet Garcia

Meeting Start Time: 10:38am

COMMITTEE CHARTER DISCUSSION

Peter opened the meeting by inviting the committee to share areas of concern or adjustments. Marc noted that he looked at the plan and flagged some areas regarding technical changes. He also suggested referencing Cari's position in the plan under the staffing section.

Peter mentioned that the Technology Plan will be a living document that will be edited along the way and will include construction and new initiatives that are taking place soon.

Karen Joy shared that she attended a Distance Education Technology Conference over the summer and questioned whether anyone from Cypress College Academic Computing Department was involved in this conference but thought it would be a good idea in the future as some of the topics of the conference were about integrating support services within the classroom.

Peter asked the committee to share with the committee any conferences, training or workshops that they feel would benefit and or tie into our Campus Technology Plan and he would find the funding to send a staff member. He also impressed on the committee how important it is to stay ahead of the changes that are taking place in technology.

MOBILE APP INITIATIVE

Peter shared that on Monday, October 16th at 2:30pm, there will be a demonstration by "Modo". Modo is a company that is based up north and will demonstrate their application and its capabilities. The app is native and has administrative component and a lot of integration about what Banner will be in the future. It's very similar to what the desktop experience is.

Peter mentioned that there are two other vendors that the campus will be looking at. There are many components that need to be looked at and discussed before a decision is made.

Terry brought up the discussion of learning analytics in mobile apps. Currently it is part of the desktop applications but not the mobile apps. Discussion was about is the information collected in regards to learning analytics used and by whom. Peter stated that the there is an analytics piece to the mobile application provided by Modo that specifically shows where and how long a particular user is within a particular view, where are they clicking, who is engaged with what etc.

Peter said that a mobile sub-committee, that includes students, will be formed to support this initiative. He explained that a third party is better to provide a product that will come into market faster and to provide content to our students.

PHONE AND SMART DEVICE CHARGING STATIONS

Peter discussed the idea of mobile phone and smart devise charging stations for the campus. A request by students to the President started the dialog of installing charging stations on campus and Peter has been in contact with a vendor, "PowerMat", who will be submitting a quote today. The cost is estimated at \$150 per unit and the plan is to bring charging stations to the campus.

Peter will be contacting other vendors and getting various quotes and bring that information back to the committee for discussion.

Terry discussed the possibility of theft of mobile devices with these chargers by students who leave their phones or laptops and walk away. He mentioned that the liability issues need to be addressed.

Christian suggested that installing extra cameras where the power stations are located.

Peter shared that more security cameras are planned around campus in Library and Fine Arts storage room.

Peter asked the committee for a show of hands to move for charging stations. All committee members were in agreement. He then asked the committee how many were in favor of a mobile app and all were in favor of that too.

NEW EMPLOYEE CREATION PROCESS UPDATE

Peter showed the committee the new staff directory. Peter shared that this new directory will work well with the mobile app and it can be built upon with other services that the web system produces. Karen asked if this directory will be able to link to the other sites to be able to look up staff at Fullerton College and the District. Peter announced that the new directory will go live on the current website by October 17th.

Peter shared the current flow chart for processing new employees into the system which starts at District HR level and moves its way down to the Cypress College portal used by Academic Computing to look for duplicate of names and then creates an account. A notification is sent to the DOM and an email with a verification code is sent to the new employee to set up their accounts.

A request by the management team has been made to remove the DOMS from this process and Academic Computing will try to automate the process directly from Banner. Once an employee is entered into Banner by HR, the report will come to Academic Computing where edits can be done from this report.

Karen asked about those employees who are “temporary” employees who are not listed on the current directory and stated how difficult it is to find contact info for these staff. Peter said that as long as an employee has a Banner ID, they will be in the directory.

ANTI-VIRUS UPDATE

An anti-virus update was done two weeks ago and the only group affected was the Library. Angela shared that students were going to print documents and the printer wouldn’t accept the jobs and basically shut down for a few weeks. Students were printing off of another printer at no charge to students. Peter said that the software was recognizing the vendor as Malware and blocked them. Academic Computing put in an exception rule and fixed the problem.

BUILDING CONSTRUCTION UPDATE

Peter shared that two new buildings are in the planning – VRC and SEM. Peter shared that meetings have been taking place with the project manager and the LPA who is the construction team and some concerns that have come up regarding the network design of building did not meet the District standards are. Recommendations for changes were made last Friday and architects will meet to make adjustments to blueprints.

In regards to the VRC, the building will expand out and there will be some additional drops and network connectivity.

NETWORK UPGRADE

An item was presented at last night’s Board meeting and the District along with the colleges selected Shandam, the vendor who will build the logical phase of the network upgrade. The upgrade is a \$25 million dollar bond measure to expand the network. Shandam has a six-month window to provide written reports at which time vendor and equipment list will be looked at for the network.

PROCESS & PROJECT MANAGEMENT – FORMING TO REVIEW AND LINKING INITIATIVES TO COLLEGE STRATEGIC PLAN

Peter stated that any project that will be done moving forward, will be developed with a Project Plan that outline what the project is, who’s involved and sub-committees involved.

Peter shared a presentation and shared with the committee that it’s important to ask why? What is our purpose and how does it tie into student success?

OPEN DISCUSSION

Karen asked if the Modo demonstration is open to the whole college and Peter stated that the plan was not to have an open forum but see the initial phase of the product, but would like the committee present. Peter will send an invite to the committee.

Meeting adjourned at 11:41 Next meeting is scheduled for November 8 th . Time 10:30am Room 407
