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Santa Ana College
Technology Advisory Committee (SACTAC)
April 25, 2019; Room F-126
Minutes
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1.0 Call to Order

   The meeting was called to order at 2:37 p.m.

2.0 Approval of the Agenda

   The agenda was approved.

3.0 Approval of Minutes from March 21, 2019

   The minutes for March 21, 2019 were approved with a minor revision.

4.0 Public Comment

   John Steffens introduced Elizabeth Gonzalez, Special Project Assistant for student technology to help for additional year.

5.0 Review of Goals and Update of Strategic Plan – Susan Hoang

   The committee reviewed the draft of the 2018-2019 SACTAC Goals and provided feedback.

   Goal 1: **Adhere to computer replacement plan for the current year, Jesse Gonzalez**
   - Develop strategies for dealing with heavy replacement loads in future: Jesse commented that storing computers is a challenge and the long-term plan would be efficiency of space. In addition, files take time to transfer to new computer if not copied to the H drive.
   - Analyze status of laptops for checkout in relation to the replacement plan, especially with regard video and other media functionality
   - Include laptops for checkout in computer replacement cycle: There was approval last year to replace laptops.

   Goal 2: **Mediate remaining unmediated classrooms, John Tran**
   - Develop strategy for addressing replacement of ceiling mounted projectors: Replacement is at 90%. There is DSA approval to replace 37 projectors and 69 projectors are pending approval. Approval is estimated to take place in mid-June.

   Goal 3: **Expand use of OER (Open Education Resource) materials, Cherylee Kushida**

   As of last year, students can get their Business Administration degree at no cost. Also, an instructional designer will need to be hired to help with a learning lab grant of $256,000.

   Goal 4: **Evaluate options for improved campus printing solutions for students and staff, Dean Hopkins**

   RSCCD Publication recently upgraded its online submissions system (WebCRD) and is finalizing the paper library changes and printer task testing. Once complete the paper libraries will be installed on the production printers in SAC Quick Copy and in CEC Duplications. The paper library changes and printer task testing will be finalized in May. The paper library installation at SAC Quick Copy

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and CEC Duplication will take place in June to avoid end of the semester confusion and be ready for the fall semester. Once this is complete WebCRD print orders can be programmed to print locally at these two locations. Training will be provide as needed to staff members in these areas. Research into printing services for students will continue over the next few months with site visits being scheduled.

Goal 5: Progress on SAC Website redesign, John Steffens

There is a need to restructure the content for career and academic programs. He is looking for a vendor with communication expertise in branding, Guided Pathways, and CAP. Branding for each individual CAP not complete. The redesign will not be done by fall. An electronic media specialist is awaiting approval from CSEA.

Goal 6: Implement text messaging solution for SAC, John Steffens

Departments have submitted their communication plans. Forty groups have been targeted and the system is awaiting integration with Colleague.

Goal 7: Deploy online education plans, John Steffens

The goal is to have an electronic educational plan for each student. There is a staffing issue of who would prepopulate the curriculum maps. He is hoping the data from the education plan can communicate with Colleague.

Goal 8: Update SAC Technology Plan, John Steffens

The district is hiring someone to help with this goal. In addition, we are looking to have collaborative technology similar to SLACK.

Goal 9: Survey and communicate future educational technology, Jim Kennedy & Susan Hoang

A tech survey will go out for feedback in these areas. It will ask for future educational technology need and help identify best practices.

Goal 10: Support of OEI (Online Education Initiative), Cherylee Kushida

Five certificates of achievement have been added online.

Goal 11: Evaluation of adoption rate of Canvas, Cherylee Kushida

No update at this time.

Goal 12: Identify technology needs of Guided Pathways, John Steffens

A roadmap has been created for the next three years. Starfish is a student success system with predictive analytics and a case management piece that the CCCCO is investing in for Guided Pathways.

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Goal 13: Review and implement district accessibility plan, Mark Turner
No update at this time.

6.0 RSCCD Technology Plan Development Update – Jesse Gonzalez (5 min.)
Jesse is nearing completion of framework. A higher level of framework will be applied to the district.

7.0 Santa Ana College Technology Plan Update – John Steffens (5 min.)
See goal 8.

8.0 Team Site Demonstration.
Susan Hoang demonstrated using the team site.

9.0 Review of Mission & Purpose
This item will be tabled until the next meeting.

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