



Technology Advisory Committee (SACTAC)

Minutes

Feb. 26, 2025, 3:00pm-4:30

Attendance: John Steffens, Ron Gonzalves, Adam Morgan (agenda items 1-4 only), Christina Wagner, Jose Lopez Mercedes, Jimmy Nguyen, Luis Pedroza, Mark Turner, Marvin Gabut, Mary Steckler, and Jason Sim.

Guests: Mark Reynoso, Dane Clacken, and Parisa Samaie.

Absences: Hugh Nguyen, Jennifer Hoeger.

1. Approval of the agenda [action]
 - a. Adam motion to approve
 - b. Marvin seconded
 - c. No comments
 - d. No Objections
 - e. Passed unanimously
2. Approval of the [minutes from Jan. 22](#) [action]
 - a. Adam motion to approve
 - b. Jimmy Ngyuen seconded
 - c. Passes unanimously with 3 abstentions: Luis Pedroza, Jose Lopez, and Mark Turner
3. Public comment
 - a. No public comments.
4. Recommendation to Adopt Technology Resources Standard Operating Procedure [action] (30 mins.)
 - a. Mark Reynoso: Building Tech Replacement Plan
 - i. Technology replacement plan aligned with ACCIC 2024 accreditation standards, emphasizing transparency in resource requests, budget processes, and participatory governance committee reviews.
 - ii. The Technology Replacement Plan at Santa Ana College aims to systematically replace outdated computer-related equipment across academic and administrative departments to support teaching and learning goals. It establishes a five-year replacement schedule for classroom and office equipment and a seven-year schedule for mediation equipment, managed by the Director of ITS. A baseline ongoing budget of \$500,000 is allocated starting FY23.24, with additional funding from various sources as needed. The plan is adaptable to technological advancements and warranty availability.
 - b. Luis: motion to table the recommendation for adoption to the next meeting.
 - c. Mark Turner: seconded the motion.
 - d. No abstentions. The vote passed with 1 Nay vote from Marvin.

5. Recommendation to Adopt [Technology Replacement Plan](#) [action] (15 mins.)
- a. Ron Gonzalves:
 - i. The **5-Year CRP Aging Report - Device Count** provides a breakdown of device counts (desktops, laptops, and lectern computers) at **Santa Ana College** over a five-year period, categorized by instructional and non-instructional use.
 - ii. The **5-Year CRP Aging Report - Cost** provides a financial breakdown of device costs (desktops, laptops, and lectern computers) at **Santa Ana College** over a five-year period, categorized by instructional and non-instructional use.
 - b. Luis Pedroza motioned to approve
 - c. Marvin Gabut seconded
 - d. No abstentions
 - e. Passed unanimously
6. Recommendation to Adopt Distance Ed. Pilot Standard Operating Procedure [action] (5 mins.)
- a. Jimmy Nguyen
 - i. **Standard Operating Procedure (SOP)** for conducting software pilots at **Santa Ana College**. The purpose of the pilot is to test new software with better functionality and features, comparing it to current solutions. Here's a summary of the procedure:

Purpose:

- To evaluate new software by testing its functionality and features across various subjects and departments.

Key Steps in the Procedure:

1. **Software Identification:** Interested stakeholders identify the software to be tested.
2. **Document Review:** Stakeholders request the vendor's **VPAT (Voluntary Product Accessibility Template)** and **Privacy Policy**.
3. **Compliance Check:** **DESS (District Educational Support Services)** reviews the VPAT and privacy policy to ensure they meet district requirements.
4. **Remediation:** If deficiencies are found, stakeholders work with the vendor to address them.
5. **Pilot Planning:** Identify involved parties (subject matter experts, departments, DsPS, SCE) and select users from each group for testing.
6. **Goal Setting:** Stakeholders define the pilot's goals and outcomes.
7. **Pilot Plan Development:** Create a timeline, training materials, and ensure VPAT compliance.
8. **Software Setup:** DESS collaborates with the vendor to set up and install the software.
9. **Training:** DESS and the vendor conduct training for pilot participants.
10. **Pilot Launch:** Deploy the software to selected participants.
11. **Checkpoints:** Monitor the pilot, identify issues, and review progress toward goals.
12. **Feedback Collection:** DESS creates a survey to gather feedback from participants.

Key Stakeholders:

- **DESS:** Manages compliance, setup, training, and feedback collection.



- **Vendors:** Provide software, VPAT, privacy policies, and support.
- **Pilot Participants:** Test the software and provide feedback.

Outcome:

- The pilot aims to determine whether the new software meets the district's needs and offers improved functionality over existing solutions.
This SOP ensures a structured approach to evaluating new software, with a focus on compliance, user training, and feedback collection.
- Luis Pedroza: motion to table the recommendation for adoption to the next meeting
- Mark Turner: seconded the motion.
- There were no opposition or Absentness
- Motion passed unanimously

7. Reports [information]

- a. ASG (5 mins.)
 - i. No report
- b. Library (5 mins.)
 - i. Luis: Locker project almost completed.
- c. Noncredit (5 mins.)
 - i. No report
- d. Distance Ed. (5 mins.)
 - i. Marvin: Linking digital badges through courses
- e. Information Technology Services (5 mins.)
 - i. Ron: windows 11 upgrade, and computer refreshes. Upgrading the 4 classes in the Criminal Justice Academy.
 - ii. Dane: upgrade the phone system.
- f. Student Information Support (5 mins.)
 - i. John Steffens:
 1. Support enrollment
 2. Produced a dashboard for open courses
 3. Cont. work the honors transfer program
 - a. Producing dynamic forms
 4. Starfish
 - a. Noncredit has a kiosk up and running
 - b. Professional development session for faculty on Friday
 5. TAG workgroup on Strategic work plan, finished drafting the goals.
 - a. Survey will be sent out to get feedback
 6. Ocelot - plans to build noncredit knowledge base.
- g. Student Services (5 mins.)
 - i. Christina Wagner: Affinity Centers starting Starfish kiosk
 - ii. Career Center now has a Job Developer/Experiential Learning Coordinator so we can support referrals on Starfish now
- h. Other



Meeting ended at 4:28