

DETS Executive Committee

October 1, 2010

Minutes

1:00 p.m. – 3:00 p.m.

PDC 104

TOPIC	DISCUSSION
Review of the Minutes	Motion to approve by Rick, seconded by Jamel
Introductions of all members	Glen requested all members introduce themselves because there were new individuals in attendance.
Review Committee Charge	Develop, monitor, and update the Technology Strategic Plan, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives.
Schedule	<p>Glen reviewed the four committees that were established and the charges the committees would be concentrating on. Glen also indicated that this committee was working on the District Technology plan which was completed in the Spring. The committee now needs to identify the measures of progress and update the plan.</p> <p>10/01/10 – Review charge, discuss focus for the year. 12/10/10 – Update/review progress/request direction on emerging issues 02/25/10 – Update/review progress/request direction on emerging issues 05/06/10 – Summarize progress towards goals and recraft focus for next year</p>
<p>Committee Reports</p> <p>-Administrative Applications</p> <p>-User Services</p> <p>-Technology</p> <p>-Web Standards</p>	<p>Minutes are posted on District web-site: http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/DETS_Committees.aspx</p> <p>No update- Glen will request Everett to forward a written report to the committee.</p> <p>Glen reported for Wayne that the committee focus for this year will be on goal 7.1, which is to develop and implement technology procurement and refresh plan to ensure technology purchases are betted for section 508 compliance standards. Appropriateness of purchase and licensing and total cost of ownership. Rebecca said Whoo-Hoo! Wayne will be gearing up by accumulating data so that he has a plan of attack for the December meeting.</p> <p>Jeremy reported the charge of the committee will be to review, discuss and approve of current and future documents from all DETS committees. I.e. Catalog of Services, Communication Plan, etc...Review and address technology concerns from all stakeholder groups (students, faculty, staff and management). Jeremy also outlined the goals Goal and strategies of the committee: Provide SBCCD a network infrastructure that is cohesive, redundant and based on district wide standards.</p> <p>Strategy: Develop district hardware and software standards for core infrastructure Goal: Provide SBCCD with a secure computing environment. Strategy: Design and implement Security Incident Response Procedure. Strategy: Review, Update and / or create technology Security Policy and administrative procedure.</p> <p>Jason reported that the committee will be working on the items 11.1, 11.6 and 11.7. on items 11.1, Craig & Alisa will be looking at other Districts and Colleges for sample policies on Social media. For 11.6, Craig & Alisa will be looking at other District and Colleges for sample policies on External Links. For 11.7, SBVC's website redesign will be working on procedures for content updates. These will be examined for possible use District Wide. For 11.1 and 11.6, Craig & Alisa will present report at next meeting. Their results are due 12/1/2010 for the next meeting. Election of Committee Chair Jason Brady Nominated by Rick Hrdlicka</p>
CHC Technology Services Report	Glen reported for Wayne that the Campus Technology Committee will be meeting on October 8, 2010. Their focus this year will be to revise their Campus Technology plan. They will be working on a three year plan. They are also focusing on settling in the new building. Konica Minolta hardware has all been installed. There are still some issues that need to be decided and this will take place at the next DETS Managers meeting.

SBVC Technology Services
Report

Rick reported that Valley Technology Services has been working hard on centralization of all the instructional Labs. All of the Konica Minolta equipment has been deployed but they are still working with them to have the old equipment picked up. The Campus Technology plan draft was finished last year and presented to College Council at that last meeting for the first review. Valley has been working hard on the redesign. Craig, Jason and Rick will start the road show around the campus shortly. Glen recommended that EduStream be utilized for training videos on the new website.

<p>Update on Major Projects: -Phone Upgrade</p>	<p>Jeremy reported that the phone upgrade has been going on for over a year. There are five parts to the upgrade. 1. The phone system itself. 2. Unity voice-mail. 3. InformeraCast piece. 4. Emergency responder. 5. Office watch (call reporting). The call manager and the voice mail parts are complete. The Emergency responder is almost complete The InformeaCast piece is installed and taking data, the system is scheduled to be completed mid this month. The emergency responder is about done, just waiting on Verizon.</p>
<p>-District Infrastructure Upgrade</p>	<p>Jeremy reported that the Network infrastructure is pretty aged. The DETS Managers came up with a plan of attack. We got Bond funding and Jeremy received the green light today that the plan has been approved. He provided an overview of the items being upgraded and indicated that there is an approximate two year time frame to bring the infrastructure up to date.</p>
<p>-P2S</p>	<p>Glen reported that we contracted with P2S in the spring of 2010 to come up with District standards on Technology. Jeremy reported that he has been working on the project for approximately two months. Jeremy, Wayne and Rick met with Kitchell and P2S to identify what they wanted to see as standards for Audio Visual and the Datatel communication networks. The first draft was received yesterday and it is due back with comments by October 11, 2010. There will be three more meetings and the final plan should be produced by mid December.</p>
<p>-Computer Rotation</p>	<p>Glen reported that an inventory was taken of all computers district wide and evaluated on a 3 year, 4 year or 5 year replacement plan. The price take for a 5 year replacement plan the price tag is approximately 1m dollars. Glen sent an e-mail to the 72 Districts to see how they handle this issues and the majority of the District are using Bond Funds. We will be using Bond Funds on a 5 year rotation. 20% of the computers will be replaced annually and it will be up to Wayne, Rick and Jeremy to determine the computers to be replaced.</p>
<p>-Datatel: >Web-Advisor >Resource25 >Active Campus Portal</p>	<p>As previously stated by Jeremy we will be getting a new box for Datatel. Glen reported that we are hoping to start at least a pilot registration for this fall and go fully live for the summer registration. Glen reported that Arlene McGowan is playing point. This will take place during the spring term as well and fully operation by summer. This will be for the scheduling of classrooms. This portal will take place after Web-Advisor, going away from Campus Central.</p>
<p>-Blackboard Learn</p>	<p>This is the new name for Blackboard. We will be converting to Blackboard 9 in January. training is taking place.</p>
<p>-Blackboard Connect</p>	<p>This is a mass communication system and will be taking the place of Alert U. The policy and procedures are with the District safety committee for discussion and approval, it will then go to District Assembly and follow the approval route from there. Training will take place once all approvals have taken place.</p>
<p>-Sharepoint</p>	<p>Microsoft has a program to take all of their data and resources and create a wiki that is assessable by individuals. This is a good way to track and share the most recent documents, policies and procedures for all district sites. There will be two weeks of training in November. The first week will be for the server side folks and the second week for users and trainers.</p>
<p>-New 4-Color Press</p>	<p>Glen showed a sample of the work that the new color press can produce. The new press has increased productivity. With the time we are able to save on the work, Louis is looking for an opportunity to take outside work which will assist in offsetting the cost of the press.</p>
<p>-Print Shop Web Portal</p>	<p>Based on the program review feedback, Lois and Glen had a meeting with a company called Page D&A. This will all the end user to submit and track their print request. The portal is hosted entirely by D&A and they hope to have it implemented by early spring.</p>
<p>-Computer Usage Policy</p>	<p>There has been a big push this year working towards the Computer Usage policy. Glen sent out an e-mail to the other community colleges for their plans and the DETS managers have reviewed them. The members of the DETS Managers committee will be compiling their feedback at the next DETS managers meeting and then it will go out to the DETS committees for review.</p>

- Student e-mail	Jason reported that we are looking to replace the student e-mail with G-mail. They will be hosted offsite; there is free storage and no size limitations. We are looking at an early spring 2011 rollout and it will save the District approximately 25k.
Measures of Progress #1 (10 min)	Glen reported that at the April DETS Executive meeting one of the main concerns was what measures of progress we could develop for the goals stated on the Technology District Strategic plan. The Committee broke out into groups to determine some measure of progress and will report back at the next meeting
Measures of Progress #2 (10 min)	See above
Measures of Progress #3 (10 min)	See above.
Next Meeting	December 10, 2010 from 1:00pm – 3:00pm in PDC 104