



College of the Siskiyous

Technology Advisory Committee (TAC)

Meeting Minutes

April 9, 2019

2:00-3:00 pm

Board Room

Members

- ✓ Jason Aronson
- ✓ Jesse Cecil
- ✓ Josh Collins
Nancy Coughlin
- ✓ Barbara Douglass
Jim Gilmore
Bethany Golly
- ✓ Melissa Green
Kelly Groppi
Kent Gross

- Jan Harris
Doug Haugen
- ✓ Wayne Keller
- ✓ Anne-Marie Kuhlemann
- ✓ Darlene Melby
- ✓ Nathan Rexford
Theresa Richmond
- ✓ Valerie Roberts
Stephen Schoonmaker
Meghan Witherell

1) Approve Minutes:

- 2) **Streamline Registration:** After much discussion on how long it takes to register and enroll as a student and potential streamlining ideas, Wayne registered and enrolled as a test student a few times without any particular slowdowns. One concern discussed was students not using their student email for official communications, so we have provided better, clearer instructions for student email access in the enrollment letters and on mySiskiyous and the website. CCCApply was another concern for difficulty, but Wayne said that was the easiest part of the process. Wayne said the parts that slowed him down was the requirement to send his transcripts in via US Mail, the requirement for an orientation (online or otherwise), and the fact of how unfriendly Banner is for users registering for a class. Wayne also noted the welcome letter contained typos and inaccuracies. This letter is being corrected and fixed. Josh noted that some life-long learning students taking non-credit classes are thrown off by the request for gender identity and other data-collecting questions. Nathan pointed out that some students take both non-credit and credit classes, and creating another application process may make matters even more complicated than they currently are.

3) Banner Projects:

- a) **Automic Job Scheduling:** Automic is a Banner add-on that is being implemented first with Financial Aid starting in May. This tool will allow us to schedule jobs, receive alerts and notifications much easier than with a Chron job. After Financial Aid tests the system, Barbara will approach other departments to determine what their needs are and how best to implement the system. A Financial Aid grant is paying for the implementation, and the ongoing costs will be paid for using funds we had already spent on a different unused Banner add-on we've dropped.
- b) **Banner Communication Management:** This tool that allows improved creation, control, and tracking of letters will be starting in a few weeks. Meghan's group will be primarily using this feature.

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Registration is upcoming, so Barb is meeting with different areas to determine expectations and what needs completed before registration, and close any help desk tickets possible.

The College hired a consultant to assess DegreeWorks and see what parts of the project have been completed and what is still outstanding. The consultant determined the project is half done, and came up with a plan and an order of what needs to be done to complete the projects according to priorities and functionality. COS staff looked over the plan and returned it to the consultant, and we are currently waiting for SOWs to be completed. Val and Josh really need students to be able to see their own ed plans, something that had been promised to be finished at the end of February and still is not complete.

- 4) **Website Responsive Design for Mobile:** Weblinks has been working on it when they have available time, but they have been waiting for results from the website focus groups, and will have further discussion in Web Team.
- 5) **AIM Software:** Third-Party Application for DSPS was originally set up a few years ago with limited but functional access. Single Sign-On (SSO) was not implemented at that time, so students were not able to request assistance online. There were a lot of hindrances with the SSO functionality, so Luminis (mySiskiyous) was utilized while SSO was being worked on. Ellucian has recommended schools stop using Luminis for authentication. IT has worked with multiple consulting companies to come up with a plan for full-blown SSO implementation. The first part of the implementation plan has been completed, and funding was recently solidified for the second part of the projects. We expect this phase to be completed by the end of June, which has been communicated to the consultants. Once SSO is fully implemented, our student email login issues should be alleviated, and our third-party integrations will be possible to connect. In the meantime, DSPS has been made aware that they can allow students to login with usernames and logins separate from SSO. Darlene reminded departments to check with IT before software is purchased, in order to check if the software can integrate in the way the requestor would like, and also to be aware that software implementation usually costs at least \$40k.
- 6) **Yreka Coverage Change:** Different technicians are rotating between campuses to allow for cross-training and standardization. This will lead to equal training between technicians, and allow for technicians with too much vacation to take time off without leaving the campus unsupported. Additionally, technicians on Weed campus can work on Yreka campus issues remotely, and vice versa.
- 7) **Cyber Security Projects:** IT has a list of 50-60 projects to better protect our network, and once we hire a System Administrator, our Network Administrator (Chris Wehman) will be able to focus on making these improvements. These projects include a new firewall, and Datalock Protection, which will scan all files on our networks, identify sensitive data, and decide how to protect that data.
- 8) **Other:** To strengthen communication and improve visibility, Darlene is interested in implementing a project status location, possibly on mySiskiyous. Tech Services will investigate ways to do this.