

April 23, 2020

## Technology Advisory Committee Mtg. Minutes

### Members\Attendees:

✓ Jason Aronson	✓ Melissa Green	Nathan Rexford
✓ Jesse Cecil	✓ Kelly Groppi	✓ Theresa Richmond
✓ Josh Collins	Kent Gross	Valerie Roberts
✓ Nancy Coughlin	✓ Doug Haugen	Stephen Schoonmaker
✓ Matt Donaldson	✓ Axel Hernandez	Alison Varty
✓ Barbara Douglass	✓ Anne-Marie Kuhlemann	✓ Meghan Witherell
✓ Maria Fernandez	✓ Darlene Melby	✓ Beckie Hobbs
✓ Bethany Golly	Char Perlas	

### Discussion:

I. **Approve Minutes:** Minutes approved from February meeting.

II. **New Technology-Related Requests:**

See attached PowerPoint for list of current and upcoming/proposed projects and initiatives.

Discussion ensued about the advantages and disadvantages of mobile hot spots being distributed to students/staff members.

There was also discussion on public access hotspots, such as remote high schools or restaurants, and communicating the availability of these sites to students and staff members.

- a. **Electronic Signature needs and solutions:** There has been ongoing research on electronic signatures, initially with DocuSign (which would be additional cost to the district), and now with our existing Adobe licensing. This issue has become more of a priority due to students not being able to sign paperwork in-person. Whatever solution is implemented will need to abide by all legal requirements regarding the validity of signatures.
- b. **International Student Email Accounts:** The COS cloud-based account access blocks out-of-country logins by default; this is usually not an issue, but many students who are normally located in the US during the school year have gone back to their home countries. Tech Services is developing processes to tag international students from the beginning of the process in order to head off any login issues.
- c. **Canvas Accounts for all faculty/students:** Historically, not all faculty/students have had Canvas accounts. With nearly all courses having been moved online, most users now need Canvas accounts. Moving forward, it can be beneficial for every user to have an account, not only for classes, but also for support services (such as the ASC, counseling/advising, etc.)
- d. **Canvas for Siskiyou Promise:** Siskiyou Promise orientation has been moved online in Canvas. Many Siskiyou Promise students have previously taken classes at COS as dual-enrollment high school students and therefore have Canvas accounts, but those students who have never taken a class before do not have Canvas accounts and cannot access the

online orientation. The solution to this issue ties in with the previous point, and solutions will be researched.

- e. **SSO Re-architecture:** There were unintended consequences to the SSO upgrade over the fall, most problematic of which is how past alumni no longer have accounts. This problem can be solved through a proposed re-architecture, as well as converting to a true single sign-on environment where users only have to enter login credentials once to access multiple sites and services, rather than having multiple logins for mySiskiyous and Office365.

### III. **TAC Procedures:**

*Workgroup?:* A smaller workgroup is being created to address the following questions and communicate the suggested course of action to the entire TAC group: What is the process by which technology goes from an idea to implementation? How do we avoid redundancy and ensure synergy in projects? How do we implement resource management? How do we prioritize? Josh Collins, Maria Fernandez, and Meghan Witherell volunteered to be members.

*Project Management Methodology:* Matt will create a preliminary proposal and bring it back to the group for review.