Members\Attendees:
- ✓ Matt Donaldson
- ✓ Darlene Melby
- ✓ Char Perlas
- ✓ Valerie Roberts
- ✓ Meghan Witherell
- o Kent Gross
- o Nathan Rexford

- ✓ Doug Haugen
- o Kelly Groppi
- o Nancy Coughlin
- ✓ Anne-Marie Kuhlemann
- ✓ Josh Collins
- ✓ Alison Varty

- ✓ Jesse Cecil
- ✓ Maria Fernandez
- ✓ Barbara Douglass
- ✓ Jason Aronson
- ✓ Charlie Roche
- ✓ Athena Oreck

Technology Portfolio Update

Matt Donaldson gave the following updates on items in the current Technology Portfolio:

- Alternative Textbook Delivery ~ Place on Shelf
  - o A lack of interest and available resources led to a decision to place this initiative back on the shelf.
- Canvas Accounts for Upward Bound ~ Completed
  - o An automated process has been created and this item has been completed.
- Closed Captioning for Zoom ~ Completed
  - o Otter AI has been installed to provide CC capability and licenses have been provided for those who have been identified as having a need for CC.
- Informacast Reimplementation ~ In-Progress
  - o The software has been installed and configured.
  - o Testing has been successfully completed on the Weed campus.
  - o Currently troubleshooting on Yreka campus and then we'll perform testing on that campus as well.
- Elumen Catalog ~ In-Progress
  - o Current catalog is being developed with this software.
  - o This will remain an open item until the catalog is developed for the following academic year (22-23).
- ICT Accessibility ~ In-Progress
  - o Team met to define the following approach going forward:
    - ▪ Create a form to submit review request
    - ▪ Form a committee to review requests
    - ▪ Develop one of more staff members w\ ICT subject matter expertise
  - o Natalie Bradley is doing research on what other CCs are doing.
  - o Marie asked what the timeline was for this effort. Matt explained that no timeline has been defined but acknowledged that an interim policy needs to be defined before faculty start planning for the Fall. He will schedule a team mtg. to accomplish this. Marie noted that the mtg. should be scheduled in enough time for senates to review any policy before faculty is off-contract.
- Shared ERP System ~ completed
  - o Staff participated by filling out survey and\or attending workshops.

- In a couple of months, the Chancellor's Office will release the results of the feasibility study. Matt will share this with the TAC once its received.
- Unified Student Interactive System ~ in-process
    - Still working on requirements gathering
    - Josh asked whether the College would incur charges if it allowed SARS licensing to lapse at the end of the calendar year. Matt indicated that he did not know but believed that is likely. He also indicated that this probably could not be avoided since no funding is being allocated in the coming FY21-22 budget.

"Fiber to Football Stadium" Initiative Proposal

Charlie Roche presented this initiative, explaining its purpose and benefits not only to Athletics but to the entire College. Marie asked whether outside resources would be needed to implement and support this initiative. Matt explained that an outside vendor would be engaged to pull the cable but that the rest of the implementation and ongoing support would be provided by IT. Josh asked if future plans concerning a potential soccer field had been considered and Matt said they have. After a vote by the committee, this initiative was recommended for addition to the College's Technology Portfolio.

Electronic Surveys

Matt Donaldson reviewed the College's use of electronic surveys, the challenges it presents, and potential solutions to those challenges. Currently, most electronic surveys are conducted through individual accounts (some free, some paid) with Survey Monkey. There are two issues with the use of individual accounts. First, the data generated by the surveys is 'owned' by the individual account rather than the College. Consequently, if the person with the individual account leaves the College, it no longer has access to that data. Second, the total cost of several individual accounts is probably somewhat higher than a single enterprise account with multiple user licenses.

There are two options for moving to a single enterprise account. One is to simply switch from separate individual Survey Monkey accounts to a single enterprise Survey Monkey account with several individual licenses. The other is discontinue using Survey Monkey and use Microsoft Forms instead. The additional advantage of Microsoft Forms is that there is no cost for this solution, since it is included in the College's existing Microsoft licensing agreement.

There was discussion as to whether there were any feature advantages to using Survey Monkey over Microsoft Forms. Those with experience in both said they were not aware of any. It was decided that Tech Services would provide basic info. on the use of Microsoft Forms and ask employees to use it rather than Survey Monkey over the next couple of months. Then, TAC would revisit to see if anybody discovered any limitations with Microsoft Forms. If not, TAC would recommend a policy requiring all surveys be conducted using Microsoft Forms and the individual Survey Monkey accounts would not be renewed.

Electronic Signatures

Matt Donaldson reviewed the College's use of electronic signatures, the challenges it presents, and potential solutions to those challenges. Currently, some groups are using DocuSign, others Adobe Sign, and many don't have an electronic signature solution yet. Matt recommended the College adopt a single, campus-wide electronic signature solution to minimize costs and require a single skill set to create and maintain forms with electronic signatures.

Matt explored two options. The first is to adopt DocuSign campus-wide. The advantage of this solution is that it allows for 'dynamic document flow,' meaning that one signatory can specify the next signatory in the workflow rather than all signatories needing to be specified in advance. The

disadvantage is cost. It is estimated that it would cost $35,000\year to license this solution for the entire campus. While CARES Act funding could be used to pay for this in the coming FY, the College would need to identify a recurring source moving forward. There was some discussion about other possible grant sources but none were identified that could fund the entire solution.

The second option is to adopt Adobe Sign campus-wide. The advantage is that there is no additional cost for this solution since it is included in the College's current Adobe licensing agreement. The disadvantage is that it does not allow 'dynamic document flow.' Instead, each signatory would need to be sent out separately in succession, creating additional workload. There was some discussion concerning how large that workload would be and whether it justified the additional cost.

A third option that Meghan Witherell has explored is adopting NextGen Dynamic Forms, another electronic signature solution recommended by the Chancellor's Office. Like Docusign, it supports 'dynamic document flow,' but is estimated to cost $11,000/year.

Matt mentioned that, in the short-term, Admissions and Records is proceeding with a CQIP for FY21-22 to use DocuSign for their electronic signature needs, which would be funded by the CARES Act. He recommended this proceed to meet immediate needs and that, over the next 9 months, we enumerate all business processes that could benefit from electronic signatures. Then, we would identify which business processes could use 'dynamic document flow' and estimate the workload that would be incurred if 'dynamic document flow' were unavailable. That would then allow the College to perform a cost\benefit analysis to determine if the cost of a solution other than Adobe Sign is justified. If not, the College would standardize on Adobe Sign. If so, the College would select a solution that provides 'dynamic document flow' and look to implement it in the following fiscal year.

The question was raised as to whether everyone would be required to use the standard solution or some could choose something different. Matt responded that this has not been determined but that he believed everyone should be required to use the standard solution to simplify support and make the form development skill 'fungible' in that those with expertise in one department could assist those in other departments. He also mentioned that another dynamic to be considered is the ability to integrate data received through an electronic form into COS systems without manual data entry.

IT will develop a "Unified Electronic Signature Solution" Initiative Proposal for this effort.