Members\Attendees:

- ✓ Aronson, Jason
- ✓ Cecil, Jesse
- ✓ Collins, Josh
- ✓ Coughlin, Nancy
- ✓ Donaldson, Matt
- o Douglass, Barbara
- ✓ Fernandez, Maria
- ✓ Groppi, Kelly
- o Gross, Kent
- ✓ Haugen, Doug
- ✓ Klever, Mark
- ✓ Kuhlemann, Anne-Marie
- ✓ Melby, Darlene
- ✓ Perlas, Char
- o Rexford, Nathan
- ✓ Walton, Patrick
- ✓ Witherell, Meghan

IT Portfolio Update

Matt Donaldson provided a status update on all of the items currently in the College's IT Portfolio.

Grandfathered Items

Two items that were grandfathered into the the portfolio before the new procedures were implemented are still open.

CVC Exchange, Phase I

The first phase of the CVC Exchange project replaces the existing file export process with an application programming interface (API) that will provide course and availability information to the CVC Exchange in real-time. This has been fully setup in a test environment and there is a meeting later this week to validate it. There are three steps remaining to complete the installation in production before going live. FYI, Phase II will implement a read-write interface so that students can register for COS classes through the CVC Exchange.

Electronic Transcripts

This has been implemented in both test and production. Admissions and Records needs to validate process in production before giving the National Student Clearinghouse the 'green light' to go live.

TAC-Approved Items

There are several open items that have been approved by TAC.

Alternative Textbook Delivery

IT is currently developing an automated export of data form Banner to VitalSource. We're also working to re-setup the LTI in the test environment so that the bookstore and faculty can hammer out procedures. We're aiming at implementing prior to the Spring 2022 term.

Cafeteria Mobile Ordering Software

Doug is currently documenting the requirements to use in evaluating and selecting a solution.

CalGrant Ethos

This effort is scheduled after completion of CVC Exchange, Phase II. It needs to be completed by the end of the calendar year in order to leverage Ellucian-provided funding.

ICT Accessibility

We have defined a process of evaluating instructional material and there is a meeting next week to formulate plans to secure ICT evaluator(s). This item was added as an objective to the Technology Master Plan during the review process.

Student Services Platform

Patrick is leading Student Services' efforts to develop a list of requirements to use in evaluating and selecting a solution.

Unified Electronic Signatures

We have just received the names of all members of the evaluation team. A kickoff meeting will be scheduled for the start of the year.

WiFi Upgrade in Lodges

The CQIP was approved to use HEERF funds to purchase 12 new access points and a PR has been submitted. Due to supply chain issues, it is expected that the new equipment will be received and installed in 6 months.

Items from Last Meeting

An update was also given on two items from last week's meeting.

Technology Master Plan 2021-2025

The Technology Master Plan for 2021-2025 has been presented to TAC, the Administrative Council, and IPB. It will be presented to the College Council on Wednesday and, if approved, taken to the Board the following week.

Making S# Visible to Students in MySiskiyous

Technology Services is putting in a ticket with Ellucian to explore ways of implementing this.

CCCCO TTAC Report

Dr. Perlas gave a presentation concerning her participation in the California Community Colleges Chancellor's Office (CCCCO) Telecommunications and Technology Advisory Committee (TAC). She gave an update on the efforts to develop a statewise shared ERP system, indicating that surveys will be sent to gather more information from colleges. She also indicated that if there are issues or questions that TAC members would like to be addressed by the TTAC they could let her know.

Cyber Security Items

Matt Donaldson spoke of increasing cyber security concerns and two efforts to address these concerns.

Adding External Warnings to Email

One of the most significant threats to the College and one that has resulted in more breaches in California Community Colleges than any other is phishing. These are attacks in which a malicious user sends an email to someone within the institution posing as a valid individual or organization to obtain sensitive information, normally a username and password.

To help users recognize phishing emails, the IT department proposed adding a warning that identifies all emails coming from outside the College to make it easier to recognize a phishing attack. It was generally agreed that this would be a good step to take. Consequently, Technology Services will send an 'All Mailboxes' email to notify and explain the upcoming change and then implement the change.

Annual Cybersecurity Training

It is an industry best practice and one required by our insurance provider to require that all employees undergo cybersecurity training once each year. Such training serves as a regular reminder of threats and provides an opportunity to give information about new or growing threats. The College will look to implement this as online training similar to other required trainings. It was generally agreed that this should be incorporated with the existing training regime administered by HR.

Future TAC Meetings

Matt Donaldson mentioned that will be discussing the implementation of the Workstation Standard in 2022 during our next TAC meeting scheduled for 12/23 and that the department's FY22-23 Operational Plan will be presented in the first TAC meeting of 2022 scheduled for 1/10.

He also raised a concern that TAC meetings held via Zoom have become one-way presentations rather than discussions and asked for thoughts on how this can be improved. Maria Fernandez offered several ideas, such as breakout sessions, soliciting responses in chat, and provding info. for review in advance of meetings, to generate more interaction. Josh Collins asked whether we could resume in-person meetings in the Board room under current protocols, and it was agreed that this could be done while still allowing participants to connect via Zoom, if needed.