



**Technology Coordinating Council  
September 17, 2019**

**Minutes**

**VOTING MEMBERS PRESENT:** Cherry Li-Bugg, Roger Long, Kathleen McAlister, Treisa Cassens, Stela Keri, James Garibaldi, Azin Biatani, Duy Mai, Joyce Carrigan, Richard Smead, Michelle Priest, Megan Debin, Darnell Kemp, Kristina de la Cerda, Maureen Borillo

**RESOURCE MEMBERS PRESENT:** Peter Maharaj, Co Ho, Geoff Hurst, Dave Fuhrmann, Nick Wilkening

**ABSENTEES:** Eric Blath, Morgan Beck

**APPROVAL OF MINUTES:** The minutes of February 19, 2019, March 19, 2019 and May 21, 2019 were approved by all with abstention from Kathleen McAlister.

**BANNER 9 & USER USAGE:** Treisa Cassens brought up some of the concerns that the Division Office Managers are having at the Cypress campus related to Banner 9 usage. She said many of them feel like they need more help when it comes to using Banner 9 and doing RQ's. They would like to have more training. Treisa agreed to be the campus contact for setting up possible trainings in the future.

**CODES REGISTRATION:** Treisa Cassens was asked by the Cypress College campus deans to discuss the issues they are running into regarding the issuing of add codes to the students after the semester starts. The Deans would like to have add codes prior to the start of the semester. Discussion took place regarding the pros and cons of issuing the add codes prior to the start of the semester. Geoff Hurst said that the policies in place are the reason why the add codes cannot be issued prior to the first day of school. Cherry Li-Bugg suggested to have a review of the policy and administrative procedures, and report back to TCC. Cherry Li-Bugg also said that discussion with student team would also be a good idea. This item will be brought back to the next meeting for further discussion.

**ONLINE FORMS (FIELD TRIP, PRO BONO and GUEST SPEAKER):** Treisa Cassens asked if certain forms like the field trip, pro bono and guest speaker forms (among others) could be used online so they can be tracked by the Division Office Managers and approved by the Deans online. These forms many times aren't being filled out and/or turned in on time so this would help them greatly to speed-up the process.

**SCHEDULE FOR BANNER 9 & CANVAS TO "TALK":** Treisa Cassens was asked by the Campus Technology Committee (CTC) to find out when Banner 9 and Canvas are scheduled to "talk". Geoff Hurst said the updated Ellucian contract is going to the Board for approval in September. He said the goal is to have a two-way integration to be able to enter grades into Canvas. Discussion took place regarding the fact that students are having issues when trying to log-in to Canvas if they are taking classes at both campuses. Geoff Hurst suggested taking a look at how Coast handles being a multi-campus district. Cherry Li-Bugg asked that the campuses have further discussions. Geoff Hurst and Peter Maharaj agreed to facilitate a meeting to keep the conversation going.

**TCC GOALS:** Cherry Li-Bugg had a discussion regarding her recommendations for TCC goals:

- a. TCC Members be advocates and communication champions of District-wide projects such as Network Refresh, Banner 9 and District-wide IT restructuring:
- b. E-mail retention policy: Cherry Li-Bugg said we do not have an E-mail retention policy and would like to have discussion with TCC to create this policy.
- c. District-wide Change Management Process
- d. IT Security Policy Review: Nick Wilkening will reconvene the IT Security subcommittee and will add e-Signature as part of their discussions.
- e. District-wide IT tools and system evaluation rubric: Cherry Li-Bugg said there are instances where different people from the campuses are purchasing the same tools or different tools to solve the same problem. She would like to have discussions so these can be consolidated so one tool can serve everyone.

**NETWORK REFRESH:** Nick Wilkening gave a brief update on the Network Refresh and said the kick-off will take place on September 26, 2019. He said soon enough they will have all the details of the work that will take place.

**BANNER 9:** Geoff Hurst gave an update on what's going on with Banner 9 upgrade. He said currently there is testing going on and working on documentation. He said that the project for the month of October is working on Banner Self Service. He said Webstar will have a huge renovation for Spring registration. Students will be able to use Banner 9 Self Service on their phones. Once Self Service for students is in place then they will start working on Faculty Self Service. Geoff Hurst said that faculty rosters will be updated. They will be simplifying parts of term and looking at auto refunds to students. Geoff Hurst said Human Resources and Finance are going through "Back to Basics" workshops with SIG and making sure they are making good use of it and will be modernizing along the way. Cherry Li-Bugg suggested that Geoff Hurst does a Banner 9 demo at the next scheduled meeting.

**NEXT MEETING:** October 15, 2019

*Motion by James Garibaldi to adjourn at 4:25 p.m.*