



Cypress College

Report No.	CTC-February 2020	Rev:1.00
Owner:	Cypress College	
Prepared by:	Taylor Garrett	
Meeting Date:	2/12/20	

Attended	Attendee Name	Department
X	Christopher West	Financial Aid
X	Angela Haugh	Student Services
X	Terry Gleason	Distance Education
X	Kevin Peery	Library
X	Marc Posner	PIO
X	Cari Jorgensen	PIO
	Anastasia Thrift	PIO
X	Teresa Johnston	EOPS
X	Peter Maharaj	Technology Services
	Yanet Garcia	STEM
X	Kyla Salas	Associated Students
X	Taylor Garrett	Technology Services

Item	Discussion/Presentation Details	Action	Status
A	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Department Updates <ol style="list-style-type: none"> a. Campus Communications - Marc Posner b. Financial Aid – Christopher West 2. Review of minutes/agenda from December 2019 3. Committee Reports 4. Campus Technology Updates <p>NEW BUSINESS</p> <ol style="list-style-type: none"> 1. Technology Master Plan 2. Augmented Reality Strategy 3. Review of Technology Projects 4. Budget Initiation & Planning for FY 20/21 5. Rebranding the Academic Computing & Technology Services Department <p>OPERATIONAL SUCCESSES</p> <ol style="list-style-type: none"> a. Campus Copiers b. Cypress Connect App resubmission & Press Release c. Firewall and configuration <p>NEW PROJECTS</p> <ol style="list-style-type: none"> a. Campus Surveillance b. New Athletics Media Cart – “Student Athlete Success Center” c. Inventory Database & Management d. Human Resources Workflow Process for Employee Record Management 		

1	Associated Students will be holding a Town Hall and Student Body Social. AS now has an active tab inside the Cypress Connect App which they intend to use for check-in and potential pay for scan printing capabilities.	Kyla	Open
2	Utilizing Ally web accessibility tool for Blue Print Courses / Blackboard Plug-in and migration	Terry	Open
3	The color printer is now up and running in the Library. The new laptop cart for the Library classroom will be ready for use next week. Currently discussing pay for print services and solutions.	Kevin	Open
4	Scanners and E-tracker data now working with SARS to check in students at the Career Center. Currently analyzing why students are utilizing the center and keeping attendance.	Angela	Open
5	Peripherals upgrade for the financial aid office, Find out where FA Office is in the computer refresh cycle, mobile Financial Aid Application Lab with iPads, Texting service to notify students of important Financial Aid updates. ACTION ITEM: Report where Financial Aid is on campus refresh cycle. Begin collecting quotes for refresh project summer implementation. Look into iPad mobile cart as Financial Aid has been utilizing DSS cart. Tech Services will need to implement Apple Management tool before we can deploy any additional iPad carts. Issues with text notifications regarding emergency management – solution could be push notifications through App. Financial Aid to meet with programmers and Technology Services tomorrow 2/13/20 to further research.	Christopher	Open
6	ACTION ITEM: STEM case study for mobile app. STEM has been checking students in at events and workshops through the mobile app and working with the programming team to establish a custom, individualized progress bar for students to view their completion rate. **Degreeworks also offers a progress bar visual	Yanet	Open
7	Website update – Provided brief demo. Access for admin rights will be provided to divisions/departments once training is implemented and the site is live. KWALL (vendor) will produce a QA report and a link to share the site by the end of this month if on schedule. Please contact Campus Communications if the new live site functions are not working.	Marc	Open
8	VOIP process – STEM to become beta test group. ACTION ITEM: Augmented Reality strategic direction for next month's discussion. Invite Faculty, bring any examples and needs for AR. Current Technology Master Plan is expiring this year, we are in need of more Faculty presence when we discuss and develop the new plan. Rebranding the department: Campus Technology Services Request name change through Alex Porter's Office?	Peter	Open

Next Meeting:

The next CTC meeting is March 11, 2020

1 Contacts

- a) Direct questions about this document to Peter Maharaj, pmaharaj@cypresscollege.edu

Cypress College – Campus Technology Committee Minutes