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|  Cypress College | Report No. | CTC- March 2021 | Rev:1.00 |
| | Owner: | Cypress College | |
| | Prepared by: | Taylor Garrett | |
| | Meeting Date: | 3/10/21 | |
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| Attended | Attendee Name | Department |
|----------|--------------------|----------------------------|
| X | Christopher West | Financial Aid |
| X | Angela Haugh | Student Services |
| X | Terry Gleason | Distance Education |
| | Kevin Peery | Library |
| | Marc Posner | PIO |
| X | Cari Jorgensen | PIO |
| X | Anastasia Thrift | PIO |
| X | Teresa Johnston | EOPS |
| X | Peter Maharaj | Technology Services |
| X | Yanet Garcia | STEM |
| X | Sydney Pike | Associated Students |
| X | David Okawa | Associated Students |
| X | Joseph Shonkwiler | Associated Students |
| X | Taylor Garrett | Technology Services |
| X | Christy Montenegro | Admissions & Records |
| X | Gloria Ortega | VP Student Services Office |
| X | Mohammad Chaundry | Library |

| Item | Discussion/Presentation Details | Action | Status |
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| A | <p>Agenda:</p> <ol style="list-style-type: none"> 1. Welcome 2. Review and approval of minutes/agenda from February 2021 3. Committee Updates 4. Project Updates <ol style="list-style-type: none"> a. AS and VRC Building Updates b. Zoom Name Change Options c. Campus Innovation Project 5. Finalization of IT Governance Model 6. Discussion on tenant consolidation – Benefits, concerns, and moving forward for improving user experience | | |
| 2 | David moved to approve February meeting minutes. Terry seconded. | All | Closed |
| 3 | AS - Consider integrating tech with Food Bank for announcements and student enrollment. Addition of AS officers account provisions with Zoom and Adobe software – pending on a meeting with AS members to determine what account access they have and what they need. Once this meeting is held, Jay and Dave will schedule some time with Peter and team to provide account provisions. | David | Open |
| | Distance Education online teacher training is beginning again, with smaller class sizes. Training is focused on Zoom subaccounts, working very well. | Terry | Open |

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| | Technology Services - We have acquired a doodle enterprise account and will be meeting with an onboarding representative from Doodle soon. The new Doodle Portal will not be branded with ads, rather, it will be branded with Cypress College identity. Looking forward to the Doodle integration. | Peter | Open |
| | STEM – No updates from STEM, just moving along with the program. Upcoming orientation will host Zoom for over 400 students. Yanet and team will be placing that special request soon as date has been set. Working with Chia on chat bot. ACTION ITEM: schedule Chia to present chat bot at next meeting. Chia also working on AR through Oculus headset. | Yanet | Open |
| | PIO – Planning and marketing for many upcoming events. PIO will be hosting a branding workshop shortly. | Cari | Open |
| | Financial Aid – No updates, technology is working well with Financial Aid | Christopher | Open |
| | Research is currently testing out new DegreeWorks software, now connected to Prod. We have about 6-7 counselors working on it now and with A&R to introduce to staff. – Peter questioned if there was any conversation regarding continuous development for programs like DegreeWorks. Angela responded that training with counselors is held from time to time, but nothing has been established with Professional Development. ACTION: Motion to create cadence in continuous training for programs. Recommendation to executive team to prioritize this training for campus, student and operational improvement and engagement. -Terry mentioned that DE used to have this notion of “Open Lab” for tech questions regarding programs like Canvas. The issue is the last 2-3 open labs held, no one attended. He placed an emphasis on timing this right. | Angela | Open |
| | EOPS – Clockworks will be live in May and training active in April. Technology and Cranium are all working well for EOPS. | Teresa | Open |
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| 4 | PROJECT UPDATES a. AS and VRC building updates: a few leaks with the rain, patchwork is underway. Tech installation is underway. AS offices are ready to go. Digital displays look great, we will open these and pass over management of that to AS group to work with PIO office. Collective decision will be made regarding Fourwinds and digital signage on campus. There looms a lot of uncertainty regarding Fall classes. We will be implementing technology and upgrades to prepare for digital services and remote learning. Video capture experience will be provided for classrooms. SEM building is underway and Fine Arts will be renovated soon. We initiated technology standards and infrastructure planning. Campus surveillance VMS will soon be gutted and upgraded as well, included new license plate recognition – started and completed by the summer this year. b. Zoom Name Change Options – Pryscilla and Gisella had submitted this request for upcoming counseling seminars – this feature has been addressed and implemented. c. Innovation Project – Christy, Mohammad, and Gloria currently comprise the Campus Innovation Team – About 9 months ago, a large group began working with the Institute of Evidence Based Change and publishing findings. The mission is to use | All | Open |

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| | <p>existing technology to enhance the student experience. The team is thinking of ways to change the experience without spending extra money and how to go about this change. Currently working with the Cypress Connect App for students to utilize more as 24/7 customer service for students through the app. The team will appoint managers and deans to update their sections of the app, a small network will be created to assist departments. Looking to implement a badge reward system to incentivize app usage. Badges will promote and motivate students, staff and faculty - badges for visiting spaces and honor lists. The team is currently working through Sharepoint to update everyone on progress being made. Interactive map on campus – will work with Peter to volunteer as test subjects for the map. Also looking at centralizing all information coming to students and how to add specific schedules for students to customize. The team is very hopeful these features are possible. They are also investigating interpreters that could be available for financial aid workshops or international students to understand content during workshops. Please visit the team's SharePoint and email them at caringcampus@cypresscollege.edu with suggestions or questions.</p> | | |
| 5 | Finalization of IT Governance Model – suggestions will be sent to Dr. Cherry Li-Bugg | Peter | Open |
| 6 | Discussion on tenant consolidation / Student Email – Benefits, concerns, and moving forward for improving user experience – single credential, single tenant sign on for students. Validating student accounts and profiles – improved student experience. Improving email access, virtual labs, course enrollment across the district. Action Item: Taylor to send timeline to CTC for this project | Peter | Open |

Next Meeting:

The next CTC meeting is April 14, 2021 @ 2:30 p.m.

1 Contacts

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

Cypress College – Campus Technology Committee Minutes