

**District’s Educational Services Software Workgroup**

**September 15, 2022**

**11:00 a.m. – 12:30 p.m.**

**Meeting Notes**

**Members:**

Aaron Detty, Aaron Iffland, Andrew MacNeill, Anne Gloag, Brian Weston (Chair,) Cara Smulevitz, Charlie Lieu, Cheryl Reed, Claudia Tornsaufer, Darius Spearman, Denise Munoz, Elizabeth Barrington, Ingrid Greenberg, Isabel O'Connor, Jay Pope, Jill ODea, John Bromma, Katie Palacios, Kelly Rosas, Laura Murphy, Ljubisa Kostic, Manuel Velez, Matilda Chavez, Matthew Rivaldi, Maureen Curry, Michelle Fischthal, Monica Romero, Nancy Wichmann, Paul H. Alexander, Peter Haro, Peter Maharaj, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Star Rivera-Lacey, Stephanie Lewis, and Stephanie Major.

**Meeting Notes**

The meeting notes for May 19 meeting were approved. Poppy moved to approve and Chris seconded.

**Summer Updates**

**Zoom**

IT and TechConnect performed a smooth transition of District Zoom accounts to the SDCCD subaccount. All staff and faculty Zoom accounts have been moved to the new directory. If anybody was not moved, they are directed to contact IT Helpdesk. Some of the benefits of having the subaccounts in place is that the district can control or configure backgrounds, HIPPA Compliance, and some other aps. The Public Information office is working on new backgrounds for use by district staff. We have information workshops available on SDOLP OnDemand site and TechConnect also provides guides and tutorials. The new SDCCD zoom meeting URLs will start with the following address: https://sdccd-edu.zoom.us

**TurnItIn**

Unicheck anti-plagiarism software is no longer in use. We are now using TurnItIn throughout the District. We have hosted TurnItIn workshops and presentations for all the colleges. Recordings of the workshops can be found at SDCCD Open OnDemand site at <http://sdccdolvid.org/>.

**Microsoft Office Update Office 365**

District IT has an updated webpage to describe the products and software available to district staff at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/software_sdccd.aspx>.

Student Services worked diligently to provide O365 access for all students. Access to O365 provides huge opportunities for our students and faculty. O365 is now available and has been rolled out to over 49,000 student accounts. IT visited each college to provide information on the rollout. Student Services has created an informative web page that covers what is available to students and the multi-factor authentication that students need to provide to get onto the system. Peter has worked with Microsoft to provide online trainings for faculty and staff. Microsoft also holds open workshops and has tutorials available.

Students will receive an email one week prior to session start that will have information on how to use the resources available. Students have access to the A5 Office 365 license which allows them to download a copy of the Office Suite. Fulltime faculty and staff also have A5 access. Adjuncts have A1 access where they can use the Office Suite, but cannot download the software. Brian pasted the link to the web resources.

Michelle would like to be able to share Teams with associates outside of SDCCD. Peter shared that this brings in security control concerns and confidentially of data issues. We have to be careful on what information is going out of the District and who and how it is accessed. Jessica shared that she works on Academic Senate documents that have to be available for the public to view. Peter is putting together permissions within ‘SharePoint’ to disseminate the *read-only public view* option.

**Enrolment Management System**

The District EMS will be decommissioned on December 16, 2022. Institutional Research is developing alternative methods for enrollment reports. If you are still using EMS, please email Brian Weston or Jeff Mills for the latest updates. A reminder that information is being loaded into ‘AdAstra’ which will be used for room scheduling.

**Software Request Form**

The Software Request form is designed to inform the District about software purchase requests throughout the colleges. Victor will post the form online. Information requested on the form will assist in providing the following information:

1. Who is requesting the software, who is impacted by the software and is it funded?
2. Allow due diligence on secure software that meets district standards and purchasing requirements.
3. Review need for integration with other systems or the need for IT support.
4. Does proposed software need district information loaded (employee data?)
5. Are there other softwares in use within the District that could be streamlined or used more efficiently?

**Districtwide Document Management Form Processing**

The District’s document management system and how we are officially signing forms online is under review. We are currently using DocuSign and Adobe and would like decide on a standard practice. Victor is looking at Softdocs, an ‘imaging’ software system, to house all documents, forms, and transcripts. We would like to have a districtwide document system where HR, Finance, and Educational services are all using the same imaging software. This would help with everything from paper invoices to paper registrations from CCE. Primarily this is for imaging of forms, but one system districtwide would have advantages as a cost saving measure for the district and it will be easier to support. Victor will find out if it can convert OCR into readable text. Brian asked Victor for test accounts for campuses. Victor replied that online forms and workflow functionality is Phase II, the software is mainly for imaging; Once we go live, if some are interested in using Softdocs he can set up testing.

**Survey Options**

The district is reviewing different survey software. We are looking at Qualtrics and Survey Monkey. We will be using one of these tools for Student Elections as we can now tie Student IDs to people who submit responses. Qualtrics is well known in higher education, it is expensive but has good functionality. Currently, we are using for Survey Monkey for student elections and academic senate elections.

The colleges were asked what they were using for survey their needs. Aileen from City reported that most are using Survey Monkey because it is free. Having either would be very helpful; Monica from Mesa said she sees both is use; Cheryl Bernard from Miramar reported she is seeing Survey Monkey for most things; and Michelle Fischthal from CCE is using Survey Monkey, but would be open to alternatives.

**Multimedia Review Group**

Chris Rodgers reported that Canvas Studio was funded by the State last year. We had a group that reviewed Canvas Studio and four other Media platforms. The State stepped in and provided one more year of license ending June 2023. We need to form a group to review Canvas Studio and four other platforms. Chris create a volunteer form for consideration to be a part of the Review Group. We are looking for faculty members who are competent with Canvas and have experience with media storage. Chris is asking eight faculty members to serve and asked if this group could bring the opportunity to campus DE Committees. He provided the Canvas Studio Evaluation Volunteer Form. <https://forms.office.com/r/R3QDF3an5j>

**Next Meeting:** **Thursday, November 17, 2022**

*Respectfully submitted by: Mary Kingsley, SDCCD ONLINE*