Technology Governance Committee (TGC) Meeting

December 2, 2016

Attendees:
Dr. Myra Burnett - Interim Provost and Vice President for Academic Affairs
Dr. Lisa Hibbard - Associate Professor of Chemistry and Co-Chair, Education Technology Committee
Dr. Brandeis Marshall - Chair, Computer & Information Science Dept.
Dr. Valerie Jones-Taylor – Assistant Professor, Psychology Dept.
Ingrid Hayes - Vice President for Enrollment Management
Sandra Butler – AVP, Educational Technology
Bernadette Cohen - Director, Human Resources
Geneva Lane – Executive Assistant, College Relations
Adenike Akintobi – Enrollment Data Analyst
Henry Twum - Sr. Human Resources Information Systems Analyst
Amber D. Jones – Student Representative

**Committee Meeting Notes**

In the final meeting of the semester, completed and remaining work of the committee was reviewed.  Updates were received on the following projects:

PeopleAdmin SelectSuite Talent Development Software Purchase
This product was reviewed at the November 22 meeting.  It will be used to manage personnel life cycle for all employees of the College.  The product will also replace existing recruitment software (Findly and SmartSheet).

Moodle Upgrade
The vendor requires an upgrade from Moodle 2.8 to 3.1.  This topic should be discussed at the Spring Faculty Retreat to advise users of the forthcoming changes.

Banner Upgrade
Banner is moving to a cloud-based system and upgrade is required before December 2017.  The systematic conversion process is intended to be completed in phases, starting in January 2017.

EAB Student Success Collaborative
The Provost's Office has recommended purchase of the Education Advisory Board Student Success Collaborative (SSC) software and consultancy, as a replacement and enhancement to the GradesFirst advising tool.  Purchase support from Title III is requested to implement this purchase, which will have broad impact on the advising process.

 Dr. Burnett shared the EAB SSC  project plan, announcing team leads Jennifer Johnson (CAPS) and Dr. Tarshia Stanley (English Department Chair).  They will share responsibility for project oversight and user orientation.

 SSC uses predictive modeling to identify students at risk of attrition, and to recommend advising interventions that are most likely to help the student succeed in college. Advisors record notes that are available for review by others who are working with the student.  Also, SSC notifies the student and advisor when critical incidents occur, such as missing too many classes.

The product can be tailored to meet institutional needs.  As part of installation, approximately 10 years of existing data are evaluated to develop a tentative predictive model.  That model is reviewed by campus representatives and refined for greater accuracy by SSC.  Once the model is fine-tuned, training begins in a train-the-trainer model.  Anticipated go-live date is July 2017, in advance of the Fall 2017 College opening.

Portal Development – Sandra Butler

Sandra Butler conducted a review of the TGC web site.  Committee members discussed content and recommendations for topics to be included.  Also, members were urged to encourage others to view the site and make comments in designated areas.

Other Issues

- Faculty input on technology purchases.  The following items are of importance to faculty: transcript access, early warning, log of activities, student access, and streamlining processes (eliminating processes where possible).
- We need to articulate the communication process between Ed Tech and TGC
- Project management personnel is needed to oversee major projects throughout the College.
- MySpelman is the point of integration for all user services.
- The current alert system is being discontinued and will need to be replaced.  A subcommittee is working to identify a suitable product.
- Consider demonstrating an advising scheduling using a product (like calendly.com) at the January Faculty Institute.
- Advisee lists are supposed to be updated, but some faculty are finding them still not accurate.  Hayes will investigate.

**Committee Action Items Due by December**
Create a Technology Governance distribution list **- Done**
Develop a process for how the sub-committees will interact with the Technology Governance Committee – **In Progress**
Inventory of all licenses purchased by MIT and a list of all department license purchases/Environmental Scan -  Service catalog can be used for this process.  **- In Progress**
Mapping the Technology Governance Committee process including how grievances will be handled (LucidChart). .  **- In Progress**
Create a repository to post summary committee notes (Portal) campus wide where comments can be submitted and viewed by everyone (campus wide access).  **- In Progress**

**Committee Action Items Due by January**
- Post all approved minutes on the TGC tab in the portal.
- Add hotspot to each subcommittee that will list the members.
- Draft a survey template and will bring to next meeting for the committee to review.
- Ask EAB about the integration process with LMS - At chair training it was identified SSC did not integrate with Moodle. (Example attendance from Moodle).
- Develop a structure for those items coming to TGC which are "informational purposes ONLY". Example Moodle upgrade.