

**Chabot-Las Positas Community College District  
Technology Coordinating Committee (TCC)  
Meeting Notes  
October 10, 2014**

**Chairs:**

Jeannine Methe Chief Technology Officer	Norman Buchwald Faculty Chair	Scott Vigallon <i>(absent)</i> Classified Chair
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**Core Representatives:**

Tim Dave Chabot VP or Delegate	Don Miller Las Positas VP or Delegate	Ken Agustin Network Systems and Services Manager	Tim Dave Chabot VP or Delegate
Mike Seaton Senior Instructional Network Systems Specialist	Steve Gunderson Senior Instructional Network Systems Specialist	Norman Buchwald Chabot Faculty Senate	Lisa Ulibarri Chabot Faculty Senate
Howard Blumenthal <i>(absent)</i> Las Positas Faculty Senate	Ruth Hanna Las Positas Faculty Senate	Debbie Fields Faculty Association	
Minta Winsor Chabot Classified Senate	Scott Vigallon Las Positas Classified Senate	Rachel Ugale District Classified Senate	Chasity Whiteside SEIU
Student Senate, Chabot	Associated Students, Las Positas		

**1. General Business**

**a. Welcome New Members**

The group welcomed our newest member, Tim Dave, Interim Dean of Science and Math at Chabot. Debbie Fields, CLPFA representative from Las Positas, was also in attendance for her first meeting. ASLPC representative, T. Nguyen, was present.

**b. Approval of Meeting Minutes**

The group reviewed minutes from May 16 and September 12. Ruth Hanna moved to approve the May 16 minutes and Debbie Fields seconded the motion. The minutes were approved unanimously. Ruth Hanna moved to approve the September 12 minutes and Tim Dave seconded the motion. Steve Gunderson had corrections to the Distance Learning Classroom Standards. Minutes were approved unanimously with those corrections.

**2. Email Conversion**

**a. Feedback from colleges**

Ruth Hanna stated that the conversion from GroupWise to Outlook needs to be done before faculty return for Spring 2015 instruction to ensure email is up and running so faculty and staff are accessible to students who will still be registering during this time. The group looked at dates and noted classified and administrators return January 2, 2014. Grades are due January 3, 2015. We could potentially begin the rollout the following week. The dates for conversion are contingent upon training on the new system and agreement by all district and college constituencies.

**b. Active emails and archives**

Norm Buchwald asked about email being accessed on the web and what resources would be made available to users. Ken Agustin noted that we would be using Outlook Web Access, similar to GroupWise WebAccess. Ken Agustin and Steve Gunderson suggested January 5 as a potential date for rollout, with Gunderson stressing that the

technology departments are still assessing how involved this implementation will be for the college IT staff. The final date for cutover will be discussed further as we receive feedback from the users on the Outlook training. Debbie Fields asked how the email lists would be cleaned up for employees who are no longer here. Jeannine Methe responded that ITS would be cleaning up the lists beforehand, but it may carry over into the rollout. Jeannine noted that emails from employees who are no longer at the district will not be converted. She also added that some users need to bring down the number of emails they have active prior to the conversion. ITS provided lists to the college IT staff for users with 20K+ emails, which must be reduced before those post office boxes can be converted. The college IT will contact these users individually to take the appropriate action. Debbie Fields added that some part-time faculty are sensitive to feeling left out of the process and that this should be added as part of the new faculty orientation for part-timers. Jeannine Methe noted that we can coordinate with the colleges to include Outlook email training at that time. Jeannine Methe asked for suggestions from the group on how to best communicate these changes. Norm Buchwald noted that some emeritus faculty and staff may still have access to and read their email; however, Jeannine noted that retirees no longer have Groupwise emails. Mike Seaton added that he thought there might be a size limitation to the archive when doing the migration process, which ITS did not think that would be a problem. Ken Agustin stressed the importance of keeping the email database to a manageable size in order to maintain backups. Lisa Ulibarri asked that an email be sent out to users as a reminder to clean up emails. Jeannine Methe commented that the over 20K emails need to be cleaned up before conversion, but that others can be converted as is and cleaned up after. Jeannine Methe said the next correspondence sent out will include information about how the inbox and archives will be retained.

c. **Review of features**

The group reviewed a comparison of features between GroupWise and Outlook. Norm Buchwald added that autoreply needs to be available on the web, and reminded the group that many had access to generic email accounts in their area. Debbie Fields reminded the group that at Las Positas, faculty assignments are sent out via email. Lisa Ulibarri noted at Chabot, some receive their assignment sheets as a hard copy only. Jeannine Methe noted that we also need to also look at email aliases. Minta Winsor asked what preparation, if any needs to be done for the generic email addresses. Methe will assign Katherine Tollefsen to work with users who have access to these types of accounts before the conversion.

**3. Expansion of Training Models for Technology**

Jeannine Methe talked about the online training system, "Lynda.com", for all staff, to which the District has unlimited access via subscription. It has not been announced yet but as soon as licensing is finalized, it will be communicated to all users. We have an enterprise license to this system and it will be accessible from both on-campus and off-campus. Norm Buchwald asked if it was ADA compliant, and Jeannine Methe thought it would be, but will need to verify. Fields asked if it was possible to record the number of hours spent doing these training so it could be used for variable flex. Jeannine Methe noted that the "Lynda.com" tutorial keeps track of the courses taken by individuals. Jeannine Methe will arrange for a demonstration at our next TCC meeting.

**4. Distance Education Classroom Standards**

Steve Gunderson will be presenting the objectives presented at the last TCC meeting to the Las Positas DE Committee. Minta Winsor noted that the Chabot COOL committee has been

primarily concerned with curriculum, but they did have some discussion about the objectives and are okay with what was proposed. Steve Gunderson is planning to put together a preliminary document, but he stressed that this document will be continuously updated as needed.

**5. Expansion of Training Models for Technology**

- a. Classified Training Survey – Jeannine Methe discussed the survey that was done during Convocation in August with the Classified Staff.
- b. Administrator Training Survey – Jeannine Methe mentioned that a similar survey was done for administrators regarding their training needs.

Note that “Lynda.com” course offerings satisfy many of the classified and administrator priorities for the types of software training. Initially, the tutorials will be used for Outlook training, but it can also be used for Microsoft, Windows, and Adobe training.

For future meetings, we will talk further about these other training topics below:

- c. Identify various types of training
- d. How to advertise the various offerings

Debbie Fields asked where someone would go to find any type of training. She asked if there are archives of webinars. Currently, there is no central repository for training webinars. Steve Gunderson noted that he has posted some trainings to LPC’s YouTube channel. Fields stressed that all training should be in one place. Minta Winsor noted that resources for Outlook should be posted to the GroupWise WebAccess page. Jeannine Methe responded that we can put links on the Groupwise webpage once we have the Outlook webpage created.