Chabot-Las Positas Community College District
Technology Coordinating Committee (TCC)
Meeting Notes
November 14, 2014

Chairs:

Jeannine Methe	Norman Buchwald	Scott Vigallon
Chief Technology Officer	Faculty Chair	Classified Chair

Core Representatives:

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

1. **General Business -**

    Members Pending - Students for Chabot & LPC – LPC student Alex Nguyen attended last time and is a member. We still need a Chabot student to attend. Student who attends Chabot Technology Committee has been approached, but have not heard back. Norm Buchwald will follow up with Chabot Director of Student Life for student representation.

    Approval of Meeting Minutes – Committee reviewed meeting minutes from 10/10/14. Two changes were made to attendees and Steve Gunderson noted that LPC has used the YouTube channel to post graduation or events but not training.   With these two revisions, Steve Gunderson moved to approve, and Alex Nguyen seconded. Minutes were approved with one abstention.

2. **Online Education Initiative –** Scott provided an update on the OEI. 18 courses have been recommended by the OEI steering committee as high-demand AA-T/AS-T courses to be part of the initial phase of the pilot starting in Summer or Fall 2015, depending on when the OEI is ready. A course design rubric has been approved, a set of quality standards for courses, that will be part of the course exchange. Courses that go in must be reviewed for quality/accessibility before they are launched. The OEI is featured in the September Senate Rostrum, a quarterly publication of the Statewide Academic Senate. For colleges that want to use the 24/7 online tutoring service at the local level, this would be offered at a reduced cost by the Foundation for CCCs. A common course management system will be selected by March 30. Scott presented OEI information to the LPC Academic Senate on September 24 and is scheduled to make a college-wide presentation on December 3 at the town meeting. The OEI executive director will come to speak at LPC after the town meeting in a breakout session which will provide the campus an opportunity to ask questions. Hopefully there will be union representation at this

meeting. In the future when it comes to making decisions, Scott hopes that we decide how we are going to make that decision and identify who gets to make the decision. Jeannine asked if the executive director was going to go to Chabot as well. Scott clarified that they requested she come to LPC, so Chabot would need to do the same. Minta said she would see what the interest level is for Chabot's COOL committee. Debbie asked if curriculum needs to approved, and Scott said that committee chair is aware this is coming up. Howard asked if Scott had an idea what the common CMS might be, but that still isn't clear. Scott directed members to the OEI website at ccconlineed.org.

3. **Distance Education Classroom Standards –** Steve said people have been getting confused by the concept, so the initiative is being renamed for clarity. When a standard classroom is enhanced for lecture capture, videoconferencing, etc., there is a certain level of infrastructure that is required. It looks like people are leaning more toward lecture capture. The suggested new name of this initiative is Enhanced Classroom Standards. We need to make sure faculty understand these different technologies in order to get their feedback. This may occur with some type of survey, possibly online, that explains the technology and asks about their interest in using it for teaching. Steve also clarified that these objectives are being identified so the colleges and district know what kind of equipment needs to be purchased in order to make these classrooms effective. There was a misunderstanding that these standards would be enforced for all classrooms. The objectives that were agreed upon were that technology must be supportable by the technology staff by the time of implementation, technology must be easy to use by faculty and cannot be overly complex, technology must enhance the student and instructor experience, technology must include support for items identified through use-case scenarios, and technology standards must be easily duplicated across the institution. The group agreed to use the term Enhanced Learning Environment for this initiative. Steve will continue to move forward with this process.

4. **Training for Outlook –** Amanda presented a demo of the training available on Lynda.com, starting with the steps for creating a user account on the website. Members present created accounts during the meeting. The url for creating accounts will be in the email Jeannine sends out and the users will receive a confirmation email with additional information for setting up their access. Lynda.com has features including playlists, where users can define a playlist of specific training videos. Amanda will also be creating customized playlists for Outlook email training. She will narrow them down to focus on the elements needed for users to begin using Outlook. Minta and Lisa will work with Amanda on creating the Outlook playlist. The members of the group will review the playlist. In addition to the online training through Lynda.com, users will be informed about the features that will carry over from GroupWise and those that will need to be re-created in Outlook, such as proxies. The Help Desk will work with users as needed. The goal is to have users begin using Outlook in early January, but if users don't feel completely comfortable, it may get pushed back to sometime in the Spring semester.

5. **Review Email Announcement to release lynda.com –** Users with GroupWise email address will be able to create accounts to use lynda.com. Part-time faculty who don't use the district-assigned GroupWise email account will be assigned a temporary ID for login. Jeannine plans to send an email to everyone next week. The group reviewed the draft of the email. The information will also be posted on the GroupWise WebAccess page, as suggested by Minta, along with possibly the CLASS-Web page. Mike and Lisa suggested making an announcement at College Council. Jeannine will have this information posted on different college/district

webpages that employees might visit frequently. Jeannine will contact Academic Services at both colleges to also include this information with sheets they send out. Lisa will also post the email on the part-time faculty listserv.

6. **Email Conversion – Groupwise to Outlook**

    a. Migration of emails – Active Inbox and Archive
    b. Users with emails over 20K+ emails – need to clean up before conversion, users notified by College IT
    c. Exchange Servers
    d. Features that do not migrate to Outlook – Proxies, Rules, Filters, Shared calendars & folders

7. Scantron Technology for Student Surveys – Deferred to next meeting due to lack of time