Chabot-Las Positas Community College District
Technology Coordinating Committee (TCC)
Meeting Notes
May 8, 2015

Chairs:

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

Core Representatives:

Tim Dave **(absent)**	Don Miller	Ken Agustin	
Chabot VP or Delegate	Las Positas VP or Delegate	Network Systems and Services Manager	
Mike Seaton	Steve Gunderson	Norman Buchwald	Lisa Ulibarri **(absent)**
Senior Instructional Network Systems Specialist	Senior Instructional Network Systems Specialist	Chabot Faculty Senate	Chabot Faculty Senate
Howard Blumenfeld	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**(absent)**		
Student Senate, Chabot	Associated Students, Las Positas		

1. General Business

Approval of Meeting Minutes 12/12/2014 and 3/13/2015

Scott Vigallon moved to approve the minutes of December 12, 2014 and March 13, 2015. Norman Buchwald seconded. The December 12 minutes were approved unanimously. The March 13 minutes were approved by the group, apart from Howard Blumenfeld, who abstained as he was absent for that meeting.

2. State's "Online Education Initiative" (OEI)

Scott Vigallon said a contract with Canvas was supposed to have been signed on May 1, but no details have been provided as to its terms. There is an independent contract with each college that has more generalized terms of use of Canvas on campus, and this contract will serve as a "use" agreement that should spell out how we use Canvas. Colleges will have the option to contract directly with Canvas for services that are not in the state's OEI contract. At Las Positas, Blackboard is used for non-instructional purposes, and the contract may not apply towards this type of use. Therefore, if CLPCCD decides to participate in the OEI, then the colleges may have to contract with Canvas directly, at a cost, for non-instructional use. Only courses in the OEI course exchange will be required to be offered in Canvas. The expectation in the future is to move off of individual systems and on to Canvas completely. Scott said the OEI coordinator has contacted Distance Education coordinators about joining the OEI, and that Blackboard has also started to offer additional features at no cost. Ruth Hanna asked where to

find more information online about Canvas, and Scott pointed the group to their website www.instructure.com.

Scott has created a draft recommendation for a charter of an OEI task force within the Chabot-Las Positas Community College District, and he received feedback from the LPC Distance Education Committee and incorporated it into the draft recommendation. Ruth suggested preparing a preliminary report at the end of the fall semester, with the intent to make a complete recommendation at the end of year.

The group discussed a protocol for making recommendations to the Chancellor via a signed form from the TCC Co-Chairs. The TCC members made additional suggestions for final changes to the OEI recommendation to the Chancellor. Scott will incorporate these changes into the final document and email the final version to the TCC. The TCC members unanimously voted to proceed with the recommendation including the latest modifications agreed to in this meeting. Jeannine Methe, CTO, will bring the recommendation forward to our Chancellor, Dr. Jackson, for her review and approval. Jeannine will notify the TCC members of the status via email during the summer since there are no TCC meetings. The final recommendation to the Chancellor submitted is to "create a task force to explore, investigate, and research the OEI and make a recommendation to the Chancellor about which aspects of the OEI, if any, are appropriate for CLPCCD participation".

3. Banner Document Management System (BDMS)

Jeannine Methe said that the document management topic came up in the charrette and has also been a discussion item in other areas prior to the charrette. She wanted the group to be able to distinguish what is being looked at. The Banner Document Management System (BDMS) is currently used by the Student Services units at the colleges and Business Services at the District Office. The system scans hard copy documents or other file types like Word, Excel, or PDF to store in a digitized format for online access. The system then takes these scanned documents and other types of digital documents and indexes them to make them retrievable within the Banner system. This replaces the paper files that were being stored on site. For example, student transcripts from other institutions and other student forms submitted to Admissions & Records and Financial Aid can be viewed online from the Banner screens using BDMS. In addition to the student files stored within BDMS, purchase requisitions that are being processed and approved online via CLASS-Web can have supporting documentation stored in BDMS.

4. Forms Generation Tool

The TCC group discussed the need for a forms generation tool, where forms that are available online are submitted and routed for approval via a workflow. Steve noted the need to look at business processes and systems separately and then distinguish between the different types of requirements for document management and forms generation. Jeannine said we also need to look at the capabilities within the Luminis (Zone Portal) system to see what needs can be met

using that system. Scott mentioned that it is an Accreditation requirement to be able to find meeting agendas and minutes. Jeannine noted this might be a potential way to use the Luminis Group Studio feature. Rachel said the group needs to separate out instructional versus administrative needs and look at what everybody is currently doing in order to assess technology needs. Norm said we need to prioritize what is needed and make sure that there is functionality in a forms generation system. The group agreed to use the same protocol for making recommendations to the Chancellor via a signed form from the TCC Co-Chairs. Norm Buchwald created a draft recommendation for a Forms Generation software selection. The TCC members made additional suggestions for final changes to the Forms Generation Software recommendation to the Chancellor. Norm will incorporate these changes into the final document and resend the final version out to the TCC via email. The TCC members unanimously voted to proceed with the recommendation including the latest modifications agreed to in this meeting. Jeannine Methe, CTO, will bring the recommendation forward to our Chancellor, Dr. Jackson, for her review and approval along with our other OEI recommendation. During the summer, Jeannine will notify the TCC members of the status of both recommendations via email. The final recommendation to the Chancellor submitted states "The District TCC wants a study and selection of a forms generation (also known as "forms automation" or "forms web builder" software). We include a prioritization of features this new software should have".

5. Web Content Management System

Scott Vigallon said Las Positas has begun discussing the selection of a new Web Content Management system. The LPC Technology Committee has seen some vendor demos and they will share the results with the other locations. This will be an ongoing discussion while LPC college searches for a new webmaster. Jeannine mentioned that the web content management system will be a district-wide initiative to select a solution once all the locations have their webmasters in place. She said that both the LPC and Chabot Technology Committees have discussed this topic as a future software tool for web design and updates.

6. Training – Lynda.com and other options

Jeannine said users would be reminded of the availability of online training available via Lynda.com. Other options for training would be reviewed based on the needs of the sites.

7. Other

Strategic Planning Feedback/February Charrette

Steve will work with Scott on summarizing the notes from the charrette technology group to compare with the recently released first draft of the strategic plan. Jeannine will verify with the Chancellor if MIG has done their own write-ups for each of the charrette groups. Rachel noted the information does appear on each of the college's educational master plans.