District Technology Coordinating Committee
9/9/16

Attended: Chasity Whiteside, Minta Winsor, Donald Plondke, Debbie Fields, Ruth Hanna, Steve Gunderson, David Truelove, Jeannine Methe, Ken Agustin, Rachel Ugale, Scott Vigallon (CCC Confer), Tim Druley (CCC Confer), Don Carlson (CCC Confer), Katherine Tollefsen, Mike Seaton

General Business

The group agreed to continue meeting on second Fridays from 9:00 AM to 10:30 AM.

The group will to continue to meet in person at the District Office and members will continue to have the option of calling in via CCC Confer.

Scott Vigallon stepped down after 2 years as co-chair. Ruth Hanna serve as faculty chair. The classified professional chair will be determined at the next meeting.

Don Plondke has served on Chabot Tech for several years and is here attending TCC as the Chabot Faculty Senate representative. Don Carlson is the administrator representative for LPC. A faculty representative for LPC is still needed, along with a Chabot administrator.

Prior meeting minutes will be reviewed offline and approved at next month's TCC meeting.

Status of TCC Technology Initiatives:

Web Content Management System

The college webmasters have worked with Kyle Ogden on college website redesign, close to having their final versions. A decision needs to be made on how to handle OmniUpdate, which is a SaaS option, and the colleges have physical web servers located onsite. The technical team decided to go with Microsoft Azure.

Tim Druley reported that he would be meeting with Kyle one more time next week to do minor tweaks to homepage and secondary page templates. He's also still working with Steve Gunderson on getting things set up on the Azure web server.

Steve reported that the infrastructure is set up, load balanced, on network, and public IP'd. There are issues with replicating data, but he thinks they have it solved via third party software. He added that they are at the point where they can begin installing OmniUpdate on the web servers. The team needs to get together to decide on how users will access the software. They also need to know how the vendor will do the install remotely. He is planning to set time up to do this next week with Tim. He will explain how things are configured in Azure to the

webmasters. MySQL will be used to replicate data. IIS also needs to be discussed with the webmasters so everyone understands changes to the controls.

Mike Seaton said change management needs to be maintained. The idea is that everything hits one server and everything is replicated automatically so nobody has to touch it. The process needs to be documented.

Ken Agustin added that the OS updates will be done by Microsoft.

Jeannine Methe said the cloud option works well so the decision was made to go with SaaS. She said Wing had mentioned releasing to the users in the Spring. Tim believes this is the timeline for LPC as well.

Minta Winsor asked for clarification on whether or not SharePoint is still being supported. Mike clarified that the current version is still usable. Chasity said that it is confusing that staff are being trained on SharePoint when people know a new system is coming. Jeannine responded, saying the rollout dates aren't known at this point. Tim added that he is using Google Analytics to decide which parts of the website have the most traffic to determine who to migrate first.

Debbie Fields asked how many faculty have webpages on the LPC website. Tim said he knew there was a lot of FTP sites at LPC, but there were only about 10 active users. Scott added that at LPC, at one point many faculty had their own websites, but they were encouraged to put their content when the college began using a course management system. Ruth Hanna added that she has a lot of content used for her Blackboard courses on LPC1.

Chasity said it would a timeline would be helpful for users to know when their content would be moved over. Tim said he would be focusing on student-focused sites first. After that, he would be reaching out to the divisions and working with them to move their content individually. He will also working with his Web Advisory group to help prioritize. He anticipates having a timeline developed by the end of fall. Steve said it may be premature until the software gets installed. Chasity reiterated that a general timeline would be helpful for the users.

Jeannine added that Guisselle Nunez will be working on the District website with Katherine Tollefsen.

CollegeNet 25Live for Room Scheduling

Jeannine reported that the data from R25 has been ported to new system, 25Live. Building and room numbers have been received from Chabot and is still needed for LPC to load into the system. Training will need to be done with Academic Services and then the vendor will come on site to work with the staff who do events. There will be training for those who manage events and separate training for those requesting facilities.

Chasity asked for clarification that the system would not be set up without user input. Jeannine verified that is how 25Live would be set up. Chasity said those involved in facilities use would be in the first group being trained.

State's "Online Education Initiative" (OEI)

Jeannine reported that the Task Force concluded its work in May. Recommendations were made and LPC Academic Senate voted to move forward. Chabot Academic voted to do some additional research. The system has been set up, and ITS is working with the vendor on the Banner interface to be prepared for faculty to begin Canvas training. Webinar training will also be available. The vendor is also contracted to provide a migration tool and work with faculty on whatever content did not migrate over.

Ruth asked who would be included in the upcoming training. Jeannine said that Roanna Bennie would be making that determination along with Academic Senate.

Scott reported that the OEI is saying they would cover the Canvas license through the 2021 academic year. They received an extra $20M from the State and that would go toward the course exchange, web accessibility, and cross-registration mechanism. They are working with a new vendor, Ally, which looks at documents uploaded into Canvas to determine if they are accessible to students with disabilities and might also fix it on the fly. This past week, he's worked with the OEI Student Services group to put in place the tutorial and readiness modules. He's hoping to find someone to pilot next semester. The counseling department has purchased Cranium Cafe for online counseling, and hoping to begin using it in the Spring. This is dependent on single sign-on being ready. He's also been in contact with the online proctoring services of the OEI, Proctorio.

Debbie asked for clarification on the duration of the Canvas training. Scott and Jeannine clarified, saying it could be set up as needed. The vendor would be on-site for two days.

Debbie also added that the CLPFA has been discussing doing a pilot and having mentors for Canvas. There are faculty who are interested in doing pilots and need to communicate that to VP Bennie, who is unavailable right now as she is out on leave.

Minta reported that at Chabot, VP of Academic Services Stacy Thompson arranged for an OEI representative to provide an overview. A second session was focused more on the features of Canvas.

Jeannine said 92 colleges have agreed to go with Canvas so far.

Forms Generation Software

Jeannine announced the names of the people participating on the Forms Generation Software workgroup:

Chabot: Norm Buchwald, Wing Kam, Gordon Watt, Minta Winsor, Lisa Ulibarri, Chasity Whiteside and Mike Seaton. Chasity added Noell Adams, Angela Villasana & Rachel Tupper-Eoff.

LPC: Jim Gioia, Heidi Ulrech, Connie Hildebrand, Karen Ziegler, Sharon Davidson, Steve Gundereson, and Tim Druley.

District - Rachel Ugale, Katherine Tollefsen, and Amanda Pisani.