

**Chabot-Las Positas Community College District  
District Technology Coordinating Committee  
February 10, 2017**

**Attendees:** Don Carlson (CCC Confer), Tim Druley, Debbie Fields (CCC Confer), Steve Gunderson, Ruth Hanna - *Co-Chair* (CCC Confer), Wing Kam (CCC Confer), Bill Komanetsky, Jeannine Methe - *Co-Chair*, Char Perlas, Mike Seaton, David Truelove (CCC Confer), Rachel Ugale, Lisa Ulibarri, Scott Vigallon, Chasity Whiteside - *Co-Chair*, Minta Winsor

Char Perlas is the new administrative representative for LPC. Ruth reached out to ASLPC but they have not been able to designate a student representative to attend TCC.

**Measure A – Development of New Technology Plan in 2017**

Jeannine reported that IT staffs at all locations are working with Doug Horner to look at first five years. Will be defining networking infrastructure, redesigning wifi, making it more robust, and cell phone coverage through a distributed antenna system and cell towers. This allows for a stronger signal in buildings. Approval has been obtained from all vendors, and work will begin with facilities starting with Verizon. Hopefully AT&T & T-Mobile will join as well. Chasity Whiteside will forward the plan Verizon provided to Chabot. Jeannine said this would be useful in reaching out to vendors. The new technology plan will also include refreshing desktops, servers, network infrastructure and A/V. We need to start putting a plan together and establish a template that the group can critique & get feedback from their constituent groups. Volunteers included Bill Komanetsky and David Truelove or another student. We want to get a new technology plan in place this year and also look at the education master plan, district strategic plan, facilities plan, program reviews. Truelove shared a suggestion from a Chabot student senator to have students authenticate to alleviate the wifi issues. Steve Gunderson said the concern has already been brought up at LPC and they have been working with Cisco to look at options. Jeannine said buy-in would be needed for all the groups to move forward with this. With regard to the technology plan, information regarding Distance Education will also need to be discussed at some point.

**Total Cost of Ownership (TCO) for IT Equipment – ACCJC District Recommendation #5**

Jeannine shared the TCO presentation that will be made to the Board of Trustees later in the month. An ACCJC recommendation was made that the District implement a Total Cost of Ownership cycle. A lot of this with regard to technology has been done all along through Measure B, but a finding was that staff support for technology is deficient. The technology portion of the presentation had to do with new buildings, new equipment & refreshes. The presentation is also available on the TCC website and will be posted on the college websites as well after Board approval.

## State's "Online Education Initiative" (OEI)

### Canvas System Setup and Banner Integration

**LPC Status** - Scott Vigallon reported that Canvas was launched this semester. There are 167 sections being taught by 75 instructors. Faculty mentor trainers are doing drop in sessions, workshops, and appointments. Training is being held on flex day by someone from Canvas. The college is still waiting on Vericite licensing. Confer Zoom has been integrated into Canvas courses, replacing CCC Confer. All spring and summer courses have been migrated and fall courses are in the process of being migrated. White glove service has been instituted for faculty who wanted Canvas to do all their transition. All non-instructional sites are being transitioned to Canvas, and people have been notified to have this done by the end of summer. NetTutor has been integrated into all classes in Canvas. Cranium Cafe, the online counseling system, is also being piloted. Bill Komanetsky said the student experience has been very positive. There seem to be some growing pains for faculty. Any bugs have been reported to Scott who has been sending tips to everybody, and so far it's been a positive experience. Scott said he's received no negative feedback. There was an issue with students who are considered drop deleted as opposed to just dropped that remained in classes, but that's been worked out with ITS and is now resolved. The DE Committee passed a resolution that all instructors who are new to course management systems will start with Canvas. Jeff Sperry has been brought back to work part time for six weeks to handle Blackboard issues.

**Chabot Status** - Minta Winsor reported that they have started their weekly meetings, and have been accessing the test server. The Chabot instance has been set up on the live server. Faculty accounts and sandbox accounts have been created. They are waiting to hear back regarding administrator & support training. They are working with COOL, professional development and the Canvas trainer for flex day training. COOL sent out a survey to Chabot faculty to get input on various aspects of training. Within 24 hours, they received over 70 responses. Many faculty wanted training over spring break and summer. For flex day they are determining how to prioritize which faculty can attend, as they are expecting a large turnout. In the morning will be a basic tour, and in the afternoon, it will be more hands on. They are working with the VP of Academic Services prioritization and she has asked to schedule the next dates soon. Lisa Ulibarri added that they need to get word out that there is plenty of training, which was a big concern. Also brought up in the COOL committee was how to implement for students and provide support. They currently don't have a student support staff. Bill said that none of his students have expressed a need for help. Jeannine verified that the District pays for Vericite. She also said there would be two days of onsite training, and the colleges would determine the dates. Webinars are also available, providing unlimited training for all faculty. This is in addition to training available through @ONE and Lynda.com. This is all availability to faculty at no cost to the college. Students would

also have access to contact Canvas if they need support. Minta added that Sadie Ashraf is looking into Cranium Cafe.

**Shibboleth Authentication** - Jeannine reported that ITS is working with the vendor to install Shibboleth, which provides single sign on. It will be available to both colleges during the Summer. Chasity Whiteside asked if this could be used for 25Live. Jeannine said 25Live could also go through the Luminis portal, so this would need to be evaluated.

**Forms Generation Software** - Jeannine said this would be prioritized to begin in March.

**Communication Group** - Jeannine also discussed forming a group to distill important information that comes out of committees and post it online. Tim Druley, Wing Kam, Ruth Hanna and Mike Seaton volunteered to brainstorm.

### **CollegeNet 25 Live for Room Scheduling**

Chasity reported that she just completed three days of setup with the vendor. The system provides a lot of functionality and simplifies the process of looking up available rooms. There are a lot of ways to search and provide reports and will revolutionize the way event scheduling is handled. For Chabot, it's a question of how to implement, moving away from scheduling in Banner and going completely to 25Live. LPC already does their scheduling in one place, so the transition may be easier. The theater and athletics will also do their scheduling in 25Live. Chasity is thinking about how to handle training for 25Live. Rachel Ugale added that all data from the R25 system was imported into 25Live as part of the upgrade, but Chasity and her counterpart Sheri Moore have added more data to make the searches more useful. Training included representatives from M&O, Campus Safety, Athletics, Academic Services, and Community Ed. Chasity is planning to become as familiar as possible with the system before turning it over to the users. Eventually the system would be opened up to the community to request events. She hopes training can occur during the summer so the system can go live by fall. Char Perlas was interested in whether or not the system could be used to prevent certain courses from being scheduled at the same time to avoid time conflicts. Rachel will look into that during the academic training coming up next week. Wing asked about how events would be pushed to calendars. Chasity said once the system is up and running, she would work with Wing on how this would all work. There is additional training available for this feature.

**Everbridge Alert System** – Jeannine reported that all employees have been notified to provide cell phone numbers for this emergency alert system. Lisa said she was asked if the phone numbers provided would be accessible from Banner that someone might be able to look it up. Jeannine clarified that the information would only be available to the Everbridge system. Tim will be posting information about Everbridge to the LPC website. Wing has already added a Banner to the Chabot homepage and information has been posted on Facebook.

## **Web Content Management System - OmniUpdate**

Tim reported that he and Wing have finalized their templates and have sent them to Omni. They are in the development window right now. Wing added that the week of the 28th is when the templates would be delivered from the vendor. From there, they will do testing and get some feedback on usability. Chabot won't be going forward with the Helios calendar, and will wait to go on 25Live. The webmasters and IT have met regarding servers. Steve added that Azure has been set up for District and LPC.

Jeannine said there was discussion at the LPC Technology Committee about where faculty should go to create and store online content. Faculty input will be needed. Scott said there are a handful of faculty who keep instructional content on the college web server. The intent was to move to Canvas. The LPC1 server will be phased out when Omni is brought online. Input is needed from faculty on how to handle this transition.

Jeannine said guidelines need to be developed and distributed to faculty. Tim added that there are about 10 faculty who are actively updating content on the web server. Mike said there are about 15-20 active users at Chabot. Wing asked if there was a faculty profile that could be made available to the public. Scott said he's not sure if it can't be made public, and he would prefer to keep it that way. Wing said if there is a public side, and faculty are posting copyrighted content, there needs to be language about where that content belongs.

**Training Tutorial** - Jeannine said she would be sending out information that Lynda.com is now part of the Professional Learning Network offered through the State Chancellor's Office.

**Ellucian Software for Student Success** - Jeannine said the CRM products, Recruit and Advise, are being installed now and will begin implementation of Recruit in late March or early April.

**Video Conferencing** - Jeannine said the State Chancellor's office is planning to replace CCC Confer with Zoom. We will discuss in future meetings how this will get rolled out.

**Annual TCC Assessment** - Jeannine said a formal assessment of the committee needs to be done and queried the membership to see if they've done any type of assessment on the committees they've served on. The group needs to develop a template for doing assessment and will do this in future meetings.