Chabot-Las Positas Community College District
District Technology Coordinating Committee
April 14, 2017

Attendees: Ken Agustin, Tim Druley (CCC Confer), Debbie Fields (CCC Confer), Steve Gunderson, Ruth Hanna - *co-chair* (CCC Confer), Wing Kam (CCC Confer), Bill Komanetsky, Jeannine Methe - *co-chair* (CCC Confer), Char Perlas, David Truelove (CCC Confer), Rachel Ugale, Lisa Ulibarri, Chasity Whiteside - *co-chair*, Minta Winsor

Approval of Minutes

Bill Komanetsky made a motion to approve the September 9, 2016 minutes with corrections, Char Perlas seconded. Approval was unanimous. Minta Winsor made a motion to approve the December 9, 2016 minutes with corrections. Chasity Whiteside seconded. Approval was unanimous.

CollegeNet 25Live Room Scheduling

Chasity Whiteside reported that she and her counterpart at LPC have dedicated an extensive amount of time setting up the system and entering events. At this point CLASS-Web and Banner are only being used to look up availability. Both colleges viewed a webinar done by the vendor yesterday with representatives from all over campus attending. Entries are being made into both systems so people can view on Banner for now and aid in the transition to 25Live when it goes live. Chasity has requested that ITS develop a one-page tip sheet for users to look up room availability. More time is needed to make sure that the data that is entered is accurate. Eventually, user accounts will be created and placed in the correct security group. Requests will route to deans before going to the facilities coordinators for room assignment. She is also planning to work with deans and division admin assistants to make sure they are comfortable using the system to schedule classes. She is also planning to work with Community Ed and Student Life on entering requests for their departments and with ITS to test security groups. She is also considering doing a separate training for academics. Training is being planned for May and then in the fall, possibly during flex day.

Student Recommendation on Wifi

Jeannine Methe reported that the Chabot Student Senate had a recommendation to improve wifi throughput in the short-term. David Truelove said he appreciated the collaboration. The group viewed the verbiage for people to accept in order to connect. Jeannine said they worked with Guisselle Nunez and looked at other what messages other colleges had and are now bringing it to the technology committees and senates for final review. The idea is to implement during the summer instead of making this change at the end of the term. Lisa Ulibarri said the Chabot Faculty Senate was okay with the summer timeframe for rollout.

Ellucian CRM Recruit

Jeannine gave an update on the Recruit system that does outreach for new enrollments. ITS has concluded the technical install with vendor and the implementation team, made up of Admissions Records, Outreach, District Marketing and ITS, has just completed a three-day onsite training with the vendor. The team will begin to meet weekly starting May to complete the implementation and go live in July. The implementation of the Advise system for student retention will follow.

Canvas System Setup

Minta Winsor reported that a lot has gone on at Chabot, including Canvas training at the end of March. Training was well-attended with 73 registrations and feedback was positive. Faculty are able to access their migrated content from summer and fall. Only a handful of requests have been received for white glove service. Faculty seem to prefer to do the cleanup themselves as a way to become familiar with Canvas. There are a few who have subscribed to training. There have been more site requests for Canvas than for Blackboard, but not all requests have been received for summer. They are busy with integrating learning tools and working with vendors. Counseling is continuing to look at Cranium Cafe. The VP of Academic Services has just put out a call for trainer mentors who would start in the summer. Those people will be determined soon. Regular updates have been sent to faculty. Lisa Ulibarri added that the training provided was done from the faculty perspective to help instructors begin teaching with Canvas. Attendees of the training are ready to go because the trainer did a wonderful job. There is interest in having her return. Jeannine said both colleges could take advantage if the trainer is available. Minta asked about availability of Vericite. Jeannine confirmed that they would make contact as soon as the PO is received by the vendor and should be available in time for summer.

Bill Komanetsky reported that LPC is on schedule and moving forward. There are very few Blackboard requests. Bugs are being reported to Instructure. They are recommending that all faculty become members of the Canvas community to post problems. He said he found and reported an issue with grading and they provided a fix a few days later. He also put together a hints and tips webpage. They've noticed computer science students are really taking advantage of NetTutor. ConferZoom is also being used, but he's noticed a new ID must be requested in order to use it with Canvas. Bill expressed a concern regarding how to access archived Blackboard content. Jeannine suggested putting a team together to discuss how to do this moving forward. Lisa suggested working with A&R on the rules for maintaining student data. Bill also mentioned that the DE committee is looking for ways to identify DE students and organizing them in some way into a community so they can be notified as a group. Jeannine said she tasked Scott Vigallon with contacting A&R to work with them to connect with those students.

Jeannine said that Scott asked the TCC look at creating a Course Exchange task force. She explained that this is more of a procedural issue and a college decision that needs to be decided by the Faculty Senates and Academic Services. Bill said he made a similar comment to the DE committee.

Shibboleth Authentication and Single Sign On

Jeannine reported that Shibboleth testing would occur with this summer. The colleges can also decide to wait until the fall. Lisa said that it was mentioned that login problems would be needed to be handled by the colleges if single sign on was implemented. Jeannine said she had not heard of this and said SSO could be deferred if it affects Tier 1 support.

Web Content Management System

Tim Druley reported that LPC has their templates created and everything is working with Azure. Steve and Ethan have gone above and beyond to get that created. He is working on the calendar now and he is scheduling training for himself on the administrative features. Steve Gunderson reported that LDAP over SSL is working well for LPC.

Wing Kam said he has not heard back from Mike Seaton but will touch base on LDAP. Chabot has completed round one of template integration and has sent changes back to Omni. Once LDAP is complete, staff can begin testing so feedback can be collected. During summer and into fall, he will be learning the system to plan for the rollout.

Jeannine said that Guisselle has been working with the District departments on their templates and that should be complete by summer.

Measure A - Development of Technology Plan

Jeannine reviewed a Measure A document with the group. It highlights what the district has and what is planned, including estimates for the next five years. It's been vetted through Facilities and was approved by the Board. The document serves as a starting point to take the Measure A results and create a template for a technology plan in order to solicit input from the colleges. Steve Gunderson said that Jim Gioia also wants to meet to understand what is needed so they can begin work on the LPC pieces.

Total Cost of Ownership

Jeannine said the TCO document was available on the TCC website. Next week, she said she would be meeting with accreditation team on the response to the ACCJC finding. The Service Now system will provide an automated mechanism for tracking of maintenance. This will be presented at the next meeting.

Forms Generation Software

Jeannine reviewed the list of team members who will be working on this project. She will contact the individuals listed to confirm their participation. The group can then begin to meet and work toward reviewing products.

Identify New TCC Objectives

Jeannine reminded the group that an assessment needs to be done on the objectives identified for the past year. Additionally, a new set of objectives also needs to be selected, including the projects that are in progress. This can be done in the May meeting or the first meeting of the fall.