



Chabot-Las Positas Community College District
Technology Coordinating Committee
District Office Conference Room 1
Friday, September 8, 2017, 9:00 AM – 10:30 AM

DRAFT MEETING MINUTES

Members Attended: Ken Agustin, Don Carlson (CCC Confer), Tim Druley, Richard Grow, Steve Gunderson, Jeannine Methe, Mike Seaton, Rachel Ugale, Lisa Ulibarri, Scott Vigallon, Chasity Whiteside, Minta Winsor

Guest: Amanda Pisani

General Business

Jeannine Methe said that Char Perlas is out today but will continue to serve on this committee representing Chabot administration. Chasity Whiteside was unanimously approved to be classified co-chair. Don Carlson said he would help find a new faculty co-chair, verify that Bill Komanetsky will continue serving on this committee and work with the CLPFA to identify a representative. Scott Vigallon & Minta Winsor were tasked with finding student representatives.

CollegeNET 25Live for Room Scheduling

Chasity Whiteside reported that the system is live, with Banner populating academic events and special events are now solely being entered into 25Live. The administrative assistants have done training and training was done during Chabot's recent Flex Day. Some of the system maintenance will be transitioned back to District ITS. Rachel Ugale added that they are working with the vendor on LDAP integration, and there are plans to regroup with the implementation team to talk about procedural issues that have come up since going live.

OmniUpdate Status

Tim Druley reported that with Steve Gunderson's and Ethan Castor's tremendous help, Omni is on Azure. On the LPC side, the homepage has been finalized. Sites have been moved over completely into Omni templates. Tim previewed the new LPC Campus Safety & Security

department template and breadcrumb feature. Three sites have been moved over completely so far. Online Learning is currently being moved over and he is hoping to go live with converted sites in the next week or so. Tim is also planning to look at the forms side to prep for forms management. He's also working with Roanna Bennie to re-establish a web advisory group to get feedback from the campus to keep improving. If this is done right, it's a project that never ends.

Chasity asked what system is used if someone wants to update their website. Tim noted that the copyright symbol on the LPC college webpages is a link that brings up a web-based version of OmniUpdate. It can be accessed from home, so there is no need to be onsite. Chasity asked a follow up question about training. Tim said he planned to do a flex day workshops, as well as workshops offered through TLC. Jeannine noted that Chabot is in a similar place, but may be working with different groups of staff. She hopes it will have a quick learning curve. Tim added that people that have seen it like it better than Contribute.

Canvas System and Cranium Café for Counseling

Minta Winsor reported that 67% of all course requests for Chabot are in Canvas, and about 33% are still in Blackboard, with some courses in both systems. Students are contacting online learning support but are also contacting Instructure support.

Canvas mentors have been busy doing workshops and drop-in appointments. Lisa Ulibarri added that there were appointments over the summer but it was difficult to manage. Minta recently asked Blackboard for the latest batch of SafeAssign files to apply to VeriCite and was told they can't do a batch based on a date range and was told they could only bring over all the files, so it was all or nothing. She also learned that Chabot had recently purchased Cranium Cafe.

Lisa reported that the total number of course sites is over 1,000. They are working on getting instructors trained. The contract support services are really helpful, and they're able to submit tickets for things they aren't able to quickly resolve.

Scott Vigallon said at LPC the ratio is about 2:1 Canvas to Blackboard. The new co-chair of DE Committee & faculty mentor trainers contacted each of the instructors and told them to get training and not wait until last minute. Faculty mentor availability will decrease next semester and the support goes away as well. Jeannine said if a Canvas trainer is needed from Instructure, advance notice is needed.

Scott also reported that Canvas will be paid for by the State for the foreseeable future. Governor Brown wants to create an online-only community college offering fully online degree programs exclusively and wants a plan submitted to him by December. A State-wide workgroup will be looking into this. LPC has started using Cranium Cafe and the Counseling department will be sending out an email blast to all students for one-hour online appointment and drop-in sessions during the Fall. There is a revamp of the online course development program to use Canvas. The State's DE coordinator has stated it is a FERPA violation to merge multiple sections into one course, as students in one class can see students in the other class. This was discussed in the LPC DE committee and brought forward to A&R, and they are waiting to hear from them. Minta said there are benefits and drawbacks to merging sections. Scott said the main drawback is human error. When merged sections are requested, people make lots of mistakes and it requires cleanup. He added that the decision to update FERPA policy will need to be made here.

Jeannine reported that single sign-on for Canvas won't happen until June 2018. Instructure is unable to continue support if SSO is in place, so we will wait until Blackboard is gone. If colleges want to continue tiered support, we will need to defer SSO. She added that Chabot is pursuing the implementation of Cranium Cafe and they've scheduled training in October and November. Rachel is coordinating procedurally between the colleges. A techie meeting will follow to on how to proceed with continuing to use Cranium Cafe as a stand-alone product as LPC did or use it via Canvas LTI integration.

Scott brought up the possibility of changing the process for faculty requesting courses. Other colleges have courses set up automatically for faculty. There are pros and cons, but if we do go down that road, we would have to merge courses in Canvas. Currently, approvals must be done manually, several times a day. Minta added that merged classes can't be un-merged. Don Carlson said he agrees that courses should be set up automatically, as it seems to be a lot cleaner. Jeannine said this is a good time to figure this out without the other variables. Richard Grow said he prefers not to merge sections to avoid confusion. Scott said the main reason people merge is to simplify making announcements to multiple sections.

Discussion on Upgrading Blackboard After Fall Semester

Scott reported that there is one semester after this left in Blackboard, where faculty have the grading tool and can give feedback to students, which won't be available after this term without upgrading Blackboard. He said he wouldn't want to upgrade for just one semester, and wouldn't want to do training if there is only one term left. Lisa said she wasn't sure if there is an obligation to provide a fully-functioning system. Scott said the workaround is that instead of

writing on student's papers, faculty can give feedback in a text box. Jeannine said she would put this back on the TCC agenda after getting more feedback. Lisa said she needed to evaluate if the Canvas tool is better.

WiFi Upgrade at Both Colleges

Jeannine reported that this was the hottest topic for Measure A and has just been Board-approved, adding that there was a discount for expediting through Cisco. Next steps include getting the equipment at the end of September, testing WAPs and bringing vendors to install in the ceilings. Work at both colleges will be done concurrently, hopefully being completed during Fall term. Buildings that have no cabling are being done at the tail-end because there is more work to do. The vendor did surveys at the sites to find gaps in coverage.

Ellucian CRM Recruit

Jeannine reported that setup complete, and ITS working on bringing Banner data into the system and working with the colleges to determine which outreach groups will use it first. The system will be used for marketing and outreach.

Forms Generation Software

Jeannine reported that a list of task force members has been posted on the website. The plan is to have meetings every other week and the group will evaluate systems like Omni and Sharepoint.

Development of New 6-Year Technology Plan

Jeannine reported that ITS will put a baseline document together, pulling out references from other plans such as program review to put into one comprehensive document. The group needs to decide what to change, add, or delete from the document.

Migration to Banner 9 System from Banner 8

Jeannine said that the migration is required by December 2018. A sandbox will be made available for people to see what Banner 9 looks like. ITS will begin to apply customizations in January.

New ServiceNow System

Steve reported that they are working on deploying a small part of what the system actually does. It will be used for incident management, change management, and project management. Over time, it will be built out to be a more robust system. The group viewed a demo of the ServiceNow system.

The next meeting will be Friday, October 13, 2017.

Minutes prepared by Rachel Ugale