Chabot-Las Positas Community College District
Technology Coordinating Committee
District Office Conference Room 1
Friday, November 17, 2017, 9:00 AM – 10:30 AM

DRAFT MEETING MINUTES

Members Attended: Ken Agustin (CCC Confer), Tim Druley, Richard Grow, Steve Gunderson, Bill Komanetsky, Jeannine Methe, Char Perlas (CCC Confer), Mike Seaton (CCC Confer), Rachel Ugale, Lisa Ulibarri (CCC Confer), Scott Vigallon, Chasity Whiteside

Absent: Wing Kam, Don Miller

Review of Committee Membership

Jeannine Methe reviewed the current committee appointees with the group. A CLPFA representative is still needed, although Bill Komanetsky suggested that it could wait as Debbie Fields will be returning in the Spring semester. Jeannine asked the faculty attending if they were interested in volunteering to be the faculty chair. Bill agreed to be the faculty chair for the remainder of the academic year. Richard Grow offered to back up Bill if needed. Bill said he would talk to his students to find a student representative for the Spring. Chasity Whiteside suggested asking the student representative on the Chabot Technology Committee if she also wanted to serve on TCC.

New "Service Now" System

Jeannine reported that ServiceNow is in pilot phase and good feedback is being gathered by the volunteers who offered to test the system. Demos are being done at the college technology committees. She thanked the volunteers for their input. Steve Gunderson presented changes made to the system since the last demo. On Monday, users will be able to enter tickets and staff will be responding to those tickets. Additional groups testing are the LPC technology committee and ITS. The technicians, or ITEL users, will be trained next. Jeannine asked the faculty if it was better to go live in December before semester recess or wait until faculty return in the Spring. Richard said that faculty may not see or open the email if it's sent at the end of

the term, and in January, more bugs will have been worked out. Information will be sent via email and through the District newsletter in December with a follow up in January.

Migration to Banner 9 System from Banner 8

Jeannine reported that existing Banner data has been successfully moved to a new server. Over the next three months, the Banner user groups will be testing in the Banner 9 sandbox to become familiar with the new system. The local install will occur in parallel while users are working in the sandbox. User training on our local Banner 9 system will occur at the end of Spring semester. Scott Vigallon asked that if any changes are made to the interface between Banner and Canvas, that he, Minta Winsor and Lisa Ulibarri be included.

New WiFi Installation at both colleges & Distributed Antenna System (DAS)

Jeannine said this weekend and into the early part of next week, phase one installs will be completed. Between now and January, all the installs are expected to be completed. In addition, the wireless coverage through the DAS will be going out for bid and will be on a fast track.

Splash page for students and College Staff Internet

Jeannine said the IT group made a presentation to the Chabot Student Senate and suggested that improvement to the wifi be evaluated before implementing the splash page and the Student Senate said they were willing to defer the this action. This information still needs to be brought to ASLPC. A network for staff to access wifi at the colleges will be set up between now and semester recess.

New 6-Year Technology Plan

Jeannine said input has been received from the education master plans, District strategic plan, and Measure A bond. The technology requests from program review have been received for Chabot. Steve said that LPC program review requests should be in and in the process of being reviewed.   Although these requests are still under review at the colleges, to ensure that this is

an inclusive baseline plan, Jeannine said all items from the program review requests related to technology would be included.

IT Participation at all locations in MIG Facilities Master Plan & Catalyst Security Plan

Jeannine reported that users at the colleges have been invited to the MIG presentation of the facilities master plan. IT will have separate meetings with MIG related to infrastructure.

Canvas System and Cranium Café for Counseling

Jeannine said that after the TCC discussion on merging courses in Canvas, Bill Komanetsky met with LaVaughn Hart and other faculty. Bill discussed his idea to create assignments in Canvas in a sandbox area and allow specific course sections to link to these items. After some exploration, he found this wasn't available in the Commons area without making it available to everybody. If Canvas has a solution to accomplish the sharing of materials for multiple sections, he said he would be happy to use that option. Jeannine suggested having a discussion with Canvas and the system administrators. Scott shared that he's posted this issue to the DE coordinators listserv and other schools have confirmed that they have the same need. Bill said that even though this might be discussed at the Statewide level, faculty need a voice for issues such as this that have some urgency. He will find out if other faculty are interested in participating in the call. There is a call already scheduled for November 28th, and this item will be discussed then.

Minta reported that they are making sure faculty who choose to use Blackboard are aware that Crocodoc will no longer be available. They are also running into an issue where faculty are requesting sites in both Canvas and Blackboard. They are suggesting to those faculty who want to teach in Blackboard that they work in a sandbox area in Canvas as a staging area to migrate content over. She added that vendors are requesting LTI integration in Canvas, and the coding for the Barnes & Noble puts bookstore menu items in every single course. Minta asked Canvas for another option that wouldn't automatically do this. An option wasn't available, but she was concerned that the default for LTI integration appears to place these menu items on all classes.

CollegeNet "25 Live" for Room Scheduling

Chasity Whiteside reported that 25Live functionality was used to prevent courses from being scheduled on Flex Day until after 4:30pm. She and her counterpart, along with the webmasters

will be participating in training provided by CollegeNet on the 25Live Publisher feature to push calendars to the college websites. This will also allow users to select which events get posted to these calendars when they request space for their events.

Web Content Management System

Wing was unavailable to provide an update, but Tim Druley reported that it appears some sections have gone live on the Chabot College website. The group reviewed the pages that look like they've been converted. Minta commented on the Chabot template. Tim responded to questions about the process he used to develop LPC's templates. Most of the website users are using tablets or smartphones to reach the college websites and the new templates were designed to dynamically resize for viewing on mobile browsers. Tim was tasked with reaching out to Wing for an update from Chabot.

Forms Generation Software Task Force

Jeannine reported that those people who volunteered to serve on this committee have been contacted and the forms generation task force will be having its first meeting on November 28.

ConferZoom Web Conferencing

Jeannine said that starting with the December meeting, the TCC meetings will be offered via ConferZoom.

The next meeting will be Friday, December 8, 2017.

Minutes prepared by Rachel Ugale