



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

DRAFT MEETING MINUTES

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

Absent: Wing Kam, Don Carlson

Guest: Cathy Gould

General Business

Eric Gallagher is the new student representative for Las Positas. A student representative is still needed for Chabot.

The group reviewed minutes for the October 13, 2017 meeting. Chasity Whiteside moved to approve the minutes with changes, Bill Komanetsky seconded. The minutes were approved with two abstentions.

Jeannine Methe shared with the group that member of the LPC technology staff, Ethan Castor, passed away recently and recognized his efforts in supporting college technology. Bill Komanetsky, Steve Gunderson and Scott Vigallon also spoke about Ethan.

Forms Generation Software

Cathy Gould reported that the Forms Generation group met on November 28. Requirements that had been posted to the TCC website were discussed. The group is looking at software the District currently owns, and Tim Druley is helping to set up demos. The next meeting is scheduled for December 18. Jeannine added that software choices will be narrowed down to two or three and users will be brought in to test. Steve added that discussion around the

selection of web content management software was not clear regarding the platform, and Steve asked that the Forms Generation group keep platform in mind when choosing software.

Canvas System and Cranium Café

Scott reported that the District is looking into technology that would disallow students from seeing other students in the merged sections, but still allow those in cross-listed sections to see one another. In merged sections that are not officially cross-listed, there may also be students who need to see one another.

Jeannine said that Eric Stricklen in District ITS has a solution to disallow students from seeing one another in merged sections. He's still trying to determine how to communicate from Banner to Canvas on which courses are cross-listed. Further discussion needs to happen on how that might be achieved.

Minta Winsor added that she took a look at the merged course sites for Chabot. Of the ones that are cross-listed, there are a handful of exceptions where students may be enrolled in related courses that meet in-person, and it would be understandable that they would need to interact online. Exceptions would need to be made for those instances.

Jeannine said there needs to be a way for faculty to indicate if there is a cross-listed course or if an exception needs to be made to allow students to be able to see one another.

Scott said the VPs of Instruction needed to be informed if any solution were to be implemented.

Bill has asked if the possible options could be documented. Jeannine said a draft could be put together and shared after the holidays.

Minta said the option for faculty to identify these courses on CLASS-Web seems like a viable option.

Bill explained the issue in Canvas where faculty must make the same announcement to multiple sections individually. After some research, there is a way to do this but is difficult to do. He and Scott met with the Instructure vendor, and they were very open to improving how this was done. Minta said that new features were being added all the time.

Jeannine said there were two options on the table -- controlling this through course requests or Commons functionality through Instructure.

Bill said he anticipates that this will be a big deal and would like for there to be a Flex Day session on this. He said another faculty member mentioned using his own server for storing content. Tim Druley asked when faculty do this, if any consideration is being given to FERPA. Bill acknowledged that this is a problem, and this is why a solution is needed.

Lisa Ulibarri clarified that the issue with needing to prevent students from seeing other students in merged courses is separate from Bill's solution for faculty who need to share content with multiple courses, but works within the FERPA framework. Scott added that Bill's solution is not a viable solution to the FERPA issue. Faculty most likely won't use the Commons to solve this problem.

Minta asked to revisit what to do after the District no longer has access to Blackboard, for situations that occur where faculty need access, such as when students contest grades. There needs to be a clear definition of what is required through Admissions & Records. Bill said he thought this was addressed by downloading the grade spreadsheet for each class from Blackboard to show the history of a student's grade. Minta said this would require that all faculty do that. Additionally, there is also an assumption that faculty will always have access to Blackboard. Bill said faculty need to be told that Blackboard is going away, and Admissions & Records has already said that grade history is all that is needed. A non-course Canvas section can be created to import the Blackboard course into. Lisa added that this issue came up when she was contacted by a Dean to look further into a student's grade. The faculty member had the grade record, but the student was saying they had completed all the quizzes but not all the quiz grades were in there. She had to look at the grade history for each item that was missing, and this could not be completed by looking at the grade book. Also, if you have an export file, when it is put into Canvas, the grades don't populate back. So it would need to be brought back into Blackboard in order to get the grades.

Jeannine said she understands that the colleges need to work with A&R to determine guidelines. The years of history won't be imported into the new system. It's probably also a conversation to have with the deans. If the colleges can agree on how far back to retain this information, it can be prepared for while Blackboard is still available. She suggested that Char Perlas help to facilitate that conversation.

Lisa asked if the colleges should have their own policy, or a shared one. Jeannine said the colleges could talk among themselves first, but should ultimately work together.

Rachel Ugale reported that Chabot is working on integrating Cranium Cafe, a product that allows them to meet “face to face” online with students, into their counseling services. They are looking to offer multiple modalities of remote counseling, using Cranium Cafe alongside their current tool, SARS eAdvising, along with the scheduling software, eSARS. LPC previously implemented Cranium Café for their college.

CollegeNet “25Live”

Chasity Whiteside said that users met with CollegeNet on November 20 and 21 for 25Live Publisher training. They covered how to use and configure the publisher. At Chabot, Chasity worked with Wing Kam yesterday going over what they learned, and then determined criteria, selecting which calendars will be posted on website. One will be organization-based, one will be location-based, and one will be themed. The organization-based calendar will be for Student Services, location-based will be a Performing Arts Center calendar, and the themed ones will be for professional development and end of year events. A follow up meeting is scheduled with CollegeNet later in the month. The colleges are sharing the 25Live system, but will be able to take different directions with regard to posting calendars.

Tim added that Las Positas is not as far ahead as Chabot but will be working on this in the near future.

Web Content Management System

Tim reported that he has worked with Steve to prepare for having the homepage go live or at least do a test run on December 14. He will be sending out emails to let users know this is happening, and to redirect their FTP clients to point to the cloud server. Steve added that there will be some DNS changes to split content between the LPC1 server and Azure.

WiFi Installation

Jeannine reported that the installs to improve wifi connectivity is currently taking place. Information about the improvements will be made when users return after the break.

ServiceNow System

Jeannine reported that the release of ServiceNow has been postponed to January to allow more users to test. Steve said that there were groups identified to test and some haven't had a chance to test yet. The feedback collected so far has been used to update the interface and usability. ServiceNow is currently being used for network and computer related requests. Jeannine added that requests for ITS applications staff and request for the college webmasters will be available at a later date in the future.

Migration to Banner 9 System

Jeannine reported that the Banner 9 Sandbox will be made available to the Banner User Groups and in parallel, ITS is working on the local install. The target date for production release of Banner 9 is September/October 2018.

6-Year Technology Plan

Jeannine reported that the technology requests for the colleges through program review have been collected and will be incorporated into the baseline technology document. The plan will be brought to the TCC after the start of the year. The plan will be updated as it pertains to infrastructure and security as those other pieces come together through the Facilities Master Plan. Other sections for Canvas DE courses, Websites, Library, and other college unique services will be added to the Technology Master Plan.

The next meeting will be Friday, February 9, 2018.

Minutes prepared by Rachel Ugale