Chabot-Las Positas Community College District
Technology Coordinating Committee
District Office Conference Room 1
Friday, February 9, 2018, 9:00 AM – 10:30 AM

DRAFT MEETING MINUTES

Members Attended: Ken Agustin, Don Carlson (CCC Confer), Tim Druley, Eric Gallagher, Richard Grow, Steve Gunderson, Bill Komanetsky, Jeannine Methe, Char Perlas (CCC Confer), Mike Seaton, Rachel Ugale, Lisa Ulibarri

Absent: Wing Kam, Chasity Whiteside, Minta Winsor

Guests: Cathy Gould (CCC Confer), Amanda Pisani

General Business

A Chabot student is still needed for the committee. A CLPFA representative is also still needed.

The group reviewed the minutes from the November 17, 2017 meeting. Bill Komanetsky made a motion to approve with revisions, and Scott Vigallon seconded. The minutes were approved with one abstention.

Forms Generation Software

Cathy Gould reported that upcoming forms generation meetings have been scheduled, requirements have been determined and two vendor demos have been scheduled so far. Requirements include ease of use, allowing users to design their own forms, having a workflow with approvals, tracking status of online forms, being able to attach supporting documentation, and a document repository, the latter being more of a want than a need. The group is also looking at whether or not these systems work with active directory, is a cloud or on premise system, and availability for use off-campus. The two products with scheduled demos are Document Locator, which will be done online, and SoftDocs, which is sending someone to do the demo.

Tim Druley also did a demo for group with Omni and its forms generation capability. It solves some of the needs but it doesn't have workflow, tracking or ability to attach documents. There was some discussion about Adobe Acrobat, but no storage of the document or workflow. Along with workflow, the group is looking for e-signature (or online approval) or validation of forms as part of routing process. Neither product fit the need.

Cathy added that BoardDocs and DocuSign were also considered, but did not fit the group's needs.

Scott Vigallon asked about the decision not to prioritize document management for storing documents such as meeting minutes, as it was one of the original requirements. Cathy said this wasn't the highest priority as there is an existing repository on the Banner side.

Jeannine said there is a document system in Banner for scanned documents called Banner Document Management System (BDMS), but we haven't looked at using it for other purposes. She said Luminis also has the ability to store documents.

Steve Gunderson clarified Scott's question, saying that in TCC, there have been multiple discussions about a complete document management solution that includes the ability to store documents and route them with workflow. Steve will try to make the next meetings as he has an understanding of the requirements. Rachel Ugale added that this requirement originally came out of a Chancellor's session held at the District, and the discussion has really been District-wide.

Tim added that the applications being considered do include a document repository.

Cathy added that the group also considered usability on a mobile device.

Status of New WiFi Installation at both colleges

Jeannine reported that WiFi controllers have been installed at both colleges and starting in November, continuing through February, wireless access points are being installed. All buildings have been completed that have cabling. The LPC SSA building once had poor coverage, but that has since improved according to feedback gathered. Steve added that the responses from users has been solid and it's been a successful implementation.

Jeannine added that an announcement on the WiFi installs hasn't yet been put out because buildings that need cabling still need to be done and that work is still in progress. Between the end of February and early March, the work will be completed. The theaters at the colleges have been more challenging, and may not be completed in this next wave. When the work is done, this information will be reported at the college technology committees and feedback collected, along with the posting of a new map.

ServiceNow System

Jeannine reported that ServiceNow was released on Monday February 5th as faculty have returned from the break. A video has been posted online along with screenshots. Information will also be posted in the weekly newsletter. 45 tickets were entered in three days and just one phone call asking for help to log on to the system. She suggested to Tim that a link to ServiceNow be added to the college website. Steve said that issues are still being worked out and suggested waiting before posting a link or advertising the service more. Scott shared that he put in a ticket early, which was resolved quickly with lots of communication back and forth. Steve asked that anyone using the system sends back feedback to improve and refine the system.

Migration to Banner 9 System

Jeannine reported that the goal is to migrate to Banner 9 by October of this year. Sandbox demos have been completed with the users, and feedback collected has been primarily related to change navigation but has been mostly positive. The install was in progress but has been stalled because of a change in consultants aiding with the install. Training will be done at the end of Spring and throughout the Summer.

6-Year Technology Plan

Jeannine reported that program review requests are being added into the baseline document and items will be weeded out if they don't need to be in the technology plan. Content suggestions and sample master plans from other colleges will be shared at the next meeting to give the group an idea of format. Bill suggested getting input from students on the technology plan. Jeannine the plan can be shared with the student senates in order to get feedback. Steve said he wanted to make sure that the current projects are captured and put into the plan.

Lisa Ulibarri said it needs to be clarified with the Chabot Technology Committee that the college is not expected to do their own tech plan. Jeannine said it made more sense to do one plan in order to avoid duplication of content since there are common initiatives under the Bond Measure A, and the colleges will provide their unique pieces that will be integrated.

Scott asked for clarification on whether the DE portion of the plan would be District-wide. Jeannine said it would be District-wide related to Canvas but it also would include localized pieces for each college. Items like Cranium Cafe and the course exchange are possible variants.

Jeannine said the updated Facilities Master Plan is being done in parallel, and the final Facilities plan would be completed in November. Scott asked when the plan inputs would be needed by. Jeannine said an exact date hasn't been determined, but input should be collected by summertime. By early fall, input should be complete.

Rachel Ugale asked what the end baseline product is supposed to look like and whether the consultant is providing the narrative. Jeannine said the consultant is looking at all the related plans and pulling out technology pieces to put into the baseline document. The district and colleges will determine the final format of the Technology Plan.

Scott asked if there was an example of write ups provided for prior plans. Jeannine said something was submitted for a prior plan, but that was many years ago so it's probably not pertinent.

MIG Facilities Master Plan & Catalyst Security Plan & TeeCom Technical Meeting

Jeannine reported that the facilities master plan is also in progress with the MIG and Catalyst vendors, and ITS participated in these meetings with the vendors as well as in a walk through with the TeeCom vendor on technical requirements.

Canvas System, Cranium Café, Interest in Course Exchange

Lisa said that Chabot hasn't had much discussion on the course exchange as they are focused on the Canvas transition, but they were interested in where LPC is with this. In the OEI task force, it was mentioned that groups including A&R would get together to talk about moving forward on the course exchange. Jeannine said the decision to join the course exchange needs

to come from the colleges with the academic senates, so the colleges would need to lead that effort. If the colleges need to have a discussion after they have made that decision, the task force can be reconvened at their request. She said there may be an additional interface needed to support the course exchange, in addition to technology work on the front end. There may be a workgroup put together for the new technology requirements, but we will do what is needed when those decisions are made.

Scott said in December the OEI sent out a memo asking if colleges were interested in joining OEI consortium. LPC was one of 49 colleges that submitted a letter of interest to OEI. It isn't binding and doesn't mean you are applying. The college was sent an assessment packet that needs to be returned by March 1. The packet needs to be filled out by a number of people including the DE coordinator, the college president, vice presidents, CTO, the person working on the District technology end, and academic senate president. The group will be meeting next week to discuss this and requires the academic senate to pass a resolution of support for joining the OEI. LPC's senate will discuss it this month. Responses would be given mid-Spring, and a significant number of colleges would be selected. He believes the State Chancellor's office is pushing to increase the number of courses available in the exchange.

Lisa asked Scott which college constituency groups talked about the exchange before it was brought to the academic senate. Scott said there were no college constituencies on the letter of interest. It was signed by the college president, vice president and academic senate president. The people on the planning team will be representing their areas. He understands there will also be a CLPFA representative on the planning team. In order to get information on what it took to get considered, the letter needed to be submitted.

Richard Grow said there is one division meeting before March 1 and asked if this needed to be discussed before the deadline. Scott said the academic senate may decide that more information is needed before pursuing this. Richard said he was concerned about bringing this to his division before more is known.

Scott revisited discussion about what to do about Blackboard archives after Blackboard goes away. He said Minta found scripts to restore courses and those have been sent to Bill Komanetsky. Bill said he would try the scripts today.

Lisa said they met with A&R and Char Perlas, and data would need to be kept possibly for three to five years.

Scott said the merging of courses and sections and possible FERPA violations was being explored by Eric Stricklen to find a solution to disallow students from seeing each other. Jeannine said no changes have been made but a subgroup, possibly including Canvas, could be convened to discuss what both colleges want to do.

Scott said the CCCCO held an online conference a few weeks ago and one of the sessions was on FERPA. An official said when faculty use third party tools in their classes that link from Canvas, policies and procedures need to be in place to vet those applications. An example is when grades are posted on a third-party site. Additionally, third-party sites need to be ADA compliant. This will be controversial if faculty are told they can't use certain tools. Jeannine asked that the DE committees discuss what is possible. Bill said this will become a bigger issue as the state pushes for a 115th college. Richard said a lot of textbooks have online homework that is scored and put on Canvas. Students must pay to get an access code and he reminds students not to provide their student ID numbers, only their name so he can record their scores. Lisa said the concern is with applications that work with Canvas that are pulling information from the system, including the student ID which is used as the username.

Lisa said there is an issue with labs at Chabot where students are entering their student IDs to log on to different systems and prior entries show up when students begin to type in their W numbers. Scott said this is an issue with the browser setting. Mike Seaton said he would make a global setting change to prevent this from happening. Steve said this should not happen at LPC as they use Deep Freeze. Scott said this has happened in LPC classrooms as well. Steve said he would review the PC images going into classrooms.

New PCs purchased from Bond

Jeannine reported that new desktop machines will only come with Windows 10 & Office 2016 and training will be provided at all the locations. Lynda.com is also available. Steve added that these new machines would not be backward compatible. Richard asked that advance notice be given when computers are about to be replaced.

Web Content Management System

Tim reported that 32 sites will be live in OmniUpdate by end of day today.

<u>Update on Banner Recruit Module</u>

Jeannine reported that the vendor is working on an upgrade and it is expected to be done by mid-march. The implementation team will be reconvened to refresh their training.

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

Minutes prepared by Rachel Ugale