**Chabot-Las Positas Community College District**
**Technology Coordinating Committee**
**District Office Conference Room 1**
**Friday, May 11, 2018, 9:00 AM – 10:30 AM**

# *DRAFT MEETING MINUTES*

**Members Attended:** Ken Agustin, Don Carlson (ConferZoom), Ronald Coleman, Richard Grow, Steve Gunderson, Matthew Kim, Bill Komanetsky, Jeannine Methe, Char Perlas, Rachel Ugale, Lisa Ulibarri (ConferZoom), Scott Vigallon (ConferZoom), Chasity Whiteside (ConferZoom), Minta Winsor

**Absent:** Tim Druley, Wing Kam, Mike Seaton

## General Business

Jeannine reminded the group that there would be meeting on June 1 to discuss how to present information in the technology plan to the technology committees at the colleges in the fall.

Minutes from the prior meetings will be sent via email for review and approval.

## Baseline Document for new 6-year Technology Plan

Jeannine reviewed the baseline technology plan. She reminded the group that a final facilities master plan will be presented before the end of the term. There will be some overlap with this technology plan. Additionally, there will be a securities master plan in addition to facilities. Technology is included in that plan as well.

Users input into the technology plan will be different as information was gathered from the education master plan, strategic plans, program reviews, and Measure A plans where many stakeholders had the opportunity to identify what they want or need. Jeannine said she wanted to make sure that this information was communicated to the constituent groups. The draft will be a narrative document that will be distributed for review.

Jeannine reviewed the handouts related to the baseline plan. She said college plans were reviewed to see what sections were included. Included in the handout is a spreadsheet with items from all the source documents. The goal is to go through the list and isolate all the distinct items. From there, a narrative will be developed.

Bill asked how the document would be categorized.  Jeannine said columns could be added to help categorize items and asked for input on the categories.  The IT staff at the sites will take a first cut at categorizing before the next meeting.  Bill Komanetsky and Richard Grow as faculty reps will work with IT on categorizing.  Chasity asked if there would be broader categories for instruction and student services.  Jeannine said if done correctly, that would work.  She will plan to send out the plan a week prior to the next meeting.

The group discussed the format of the document and agreed to include the following sections:
- Executive Summary
- Purpose
- Planning Methodology
- Current Environment
- Technology Needs (categorized)
- Prioritization (user groups will do the prioritization; will also need to identify hot items for users and also for infrastructure)
- Organizations (services provided at the sites)
- Completions/Accomplished

Richard pointed out that some of the items come from other plans already prioritized.  Bill asked how long-term items will be differentiated from short-term items.  Jeannine said current and long-term can be shown in this document including their dependencies.


**CLASS-Web Distance Ed Student Survey – Need a "request form"**

Minta shared with the group a suggestion she brought to ITS regarding the distance survey in CLASS-Web.  The online students complete this survey as part of the faculty evaluation process that she, Scott Vigallon and Lisa Ulibarri are heavily involved in.  It is time-consuming and they are hoping to streamline the process.  In Canvas, the evaluee can control when the evaluator has access to their site.  The evaluator can also go to CLASS-Web and access the survey results.  When that happens, there is an assumption about when the survey is set up.  Faculty send information and that generates a lot of email between themselves and the faculty on how and when to set up the surveys.  She wanted to explore the possibility of faculty being able to set up the surveys on their own as a logical next step.  Ideally, an approval would get sent to the dean and an email sent to the student similar to the waitlist process.  It works better to notify students from CLASS-Web as opposed to Canvas where students have the option to turn off notifications.  The suggestion has already been made to ITS and if it's technically possible, she'd like to take it to the college groups.  She noted that the faculty contract does not have any verbiage on how the survey is set up.  Jeannine said she wants to verify that this doesn't conflict with Banner 9, otherwise it has to be put into place after the upgrade.  Scott reiterated what Minta was saying, that they had to organize a large number of surveys and a lot of time was spent communicating with faculty, deans and administrative assistants.  The work really needs to be streamlined.

**Implementation to address FERPA issue for merging of classes and handling of crosslisted classes within Canvas**

Scott reported that the LPC DE committee had a discussion and there may be more unanticipated consequences to making these changes than have been discussed so far. The committee wanted to take the issue back to their divisions and get faculty feedback there before taking it to the senates. He also mentioned that he hasn't heard from Eric if he has tested the change.

Scott also gave an update on the Blackboard archive issue. He mentioned to the LPC DE committee that Blackboard has an archive license which could solve the issue of needing to go back to look at prior records. The rep said it would cost about $25,000 a year, and could be more or less depending on who hosts the server. Some colleges have purchased the license and he's got a list of which schools they area.

Minta said she has been working with the Chabot registrar to get a better understanding of what records need to be kept in case of an audit. There is a requirement for three years that an auditor may ask an instructor to produce attendance or similar records for a course. And even if an instructor downloads their gradebook, unless detailed records were kept, it won't have components such as whether a student participated on a discussion board unless it was graded. She's still trying to grasp what the actual requirements are, but the window looks to be about three years.

Scott added that other information that gets requested is the last date of attendance with regard to financial aid fraud. The last day a student participated in any activity with the class needs to be identified, and that would only be possible with access to the class.

Additionally, with regard to web accessibility, Scott and Minta participated in a webinar for the Blackboard Ally software. It is probably the best software dealing with web accessibility, because it takes the content within Canvas courses and creates alternative formats that are accessible. It costs $2 per FTES and would go a long way toward making courses ADA compliant. Minta said she understood from the webinar that the OEI is working with Blackboard on pricing for Ally. Scott said the meetings are ongoing to come to an agreement on a negotiated price for the CCCs.

Also, Scott added that Las Positas was selected to be one of the 33 colleges in the OEI consortium. They are expecting to sign an agreement by the end of June and would formally start in July.

Don Carlson said the deans have had a lot of discussion about archiving and asked if another committee like the ESS would be discussing it as well. Jeannine said in addition to the technology committees, it would get taken to the ESS as well. Minta said there also isn't any Board policy that determines how long records need to be kept and that should be discussed as well.

**Measure A - Status New WiFi Installation at both colleges & LPC Phone System**

Jeannine reported that wifi at LPC is almost finished and should be completely done by the end of May except for the 800 building which will be done in conjunction with some facilities action. At Chabot a handful of buildings that need cabling will be done over the summer, but in most of the buildings the work is complete. LPC had their phone system approved by the Board and that will be installed prior to the move into the new academic building.

**Migration to Banner 9 System from Banner 8 – Banner 9 User Training began May 7 and will continue through the summer, Live date for Banner 9 weekend of Oct 27-29**

Jeannine reported that Banner 9 training has begun and the go-live date is after the weekend of October 27-29. The upgrade does not affect students who use CLASS-Web.

**Update on Banner Recruit Module**

Jeannine reported that refresher training has been completed for LPC and was well received. Chabot will do their training in early June and the pilot groups will go live during the summer.

The next meeting will be Friday, June 1, 2018.

Minutes prepared by Rachel Ugale