Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, October 09, 9:00am - 10:30am
Prepared by: Chasity Whiteside

Attendance: 13 members and 12 guests *(note: 8 members required to meet quorum)*

Chairs (3)	Classified Senate (3)	Student Senate (2)	Danita Troche
☒ Bruce Griffin (DO CTO) (non-voting)	Christina Davis (CC)	☒ Stacy Harris (CC)	Kristine Woods
☐ Christina Davis (CC Classified Supervisory)	☒ Rachel Ugale (DO)	☒ Anthony Simion (LPC)*	Mujeeb Dadgar
☒ Bill Komanetsky (LPC Faculty)	☒ Scott Vigallon (LPC)	☒ Shatoparba Banerjee (LPC)*	Theresa Fleischer Rowland
Administration (4)	**Academic Senate (4)**	**shares one seat/vote*	Wing Kam
☒ Nathaniel Rice (CC)	☒ Jeff Drouin (CC)	**Guests:**	Nadiyah Taylor
☒ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Paulette Lino	
Vacant (ITS)	☒ Ruth Hanna (LPC)	Chasity Whiteside	
Bruce Griffin (DO)	☒ Jeff Judd (LPC)	Eric Stricklen	
College IT Managers (2)	**Bargaining Units (2)**	Angela Castellanos	
☐ Sara Woods (CC)	☒ Debbie Fields (FA)	Cathy Gould	
Stephen Gunderson (LPC)	☒ Timothy Druley (SEIU)	Samantha Kessler	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02 am	
1.	**Welcome and Quorum Check** *For information*: Bill noted Ruth Hanna is a voting member representing LPC Faculty Senate. Agenda and Minutes will be updated. Quorum met with 13 voting members in attendance.	Chasity to update membership listing
2.	**Approve Today's Agenda** *For action:* Agenda approved with no changes.	October 09, 2020 Agenda Approved
3.	**Approve September 11, 2020 Minutes** *For action:* Minutes approved with no corrections.	September 11, 2020 Minutes Approved

4.	**ITS News/Updates**

For discussion:

a) ITS Org Chart

The District ITS Organizational Chart was presented to the committee.

Current Staffing: College Managers: 2 FTE (1 per college), District Managers: 2 FTE (1 Facilities/Bond, 1 Vacant), Classified Professionals: 17 FTE (one vacant 01/2021), Classified Supervisory/Confidential: 2 FTE (1 Confidential, 1Supervisory)

Bruce noted a new position, Application Services manager, which replaced a recently vacated Network Systems manager position. The Application Services manager would have a mix of direct oversight of Administrative Systems Analysts, Programmer Analysts, and Sr. Programmer Analysts, coordinate project management with planning and program strategy. This position is vacant and not moving forward in our current hiring freeze. Under Systems Analysis, we have a Sr. Programmer Analyst III position that will become vacant January 2021. The ITS Bond Projects manager is Bond funded and works on the Bond program side so there's no direct oversight of any staff. This position coordinates both construction and IT projects. There is one IT Manager for each college, funded by the college but reports to the CTO. The campus IT staff are campus funded and report directly to the college IT Managers. There is one Supervisor over Computer Operations supervising the Help Desk staff.

Q: How does this compare to other districts? A: The biggest difference is the managerial tier. Often times there is a manager over application services and another over desktop support. Others may have centralized web services and/or instructional technology which would also have managers assigned to oversee that work. This is pretty flat with all but one reporting directly to the CTO.

b) Email Improvement – O365

Our email replacement project is now targeting the last week of October or the first week of November. The project has been slowed by problems with 2 of our 5 email servers dating back to our original installation. Our consultants and staff are working through these problems, but it is an arduous process. It is important that we do this migration carefully and right this time.

Please know that we are closely watching the dates and will be careful to avoid impacting registration and will push back to minimize potential impacts on enrollment as needed.

We'll roll out O365 productivity apps Word, Excel, PowerPoint, One Drive, and Forms first. The next rollout will focus on collaboration tools. OneDrive provides one terabyte of storage for each user and is much safer to use than Google Drive. OneDrive will not replace your local storage options like shared folders and/or your S: drives.

Q: As colleges are working on accreditation and planning documents, when will OneDrive be available for their use? A: It's available now, we'll just need to migrate any current content over to the new account which is done by the consultant. More robust collaboration tools will become available as well, like SharePoint. Note, Microsoft Teams does not provide a dial in option.

c) Online Faculty Evaluations – EvaluationKit by Watermark

Thanks to Scott, Lisa, Stacey, and Rachel for spending time training on this new tool. Currently, online student evaluations of faculty are dependent upon a link in Canvas that takes the student to Class-Web where they need to complete the survey,

essentially creating a loss of student responses along the way. EvaluationKit allows the student to stay within Canvas while completing the survey. Working closely with the Faculty Association, our target live date is October 20th.

Q: How long will the surveys be available to students? How will the survey be enabled/disabled in Canvas? Who will do this work? A: The surveys have automatic start and end dates where the survey will be enabled/disabled. We are currently meeting to discuss process moving forward and the campuses will identify who will do the work.

Q: Will we continue to use this tool after Covid-19 or will we continue to use the on campus scanning machines? A: Yes, we will continue to use it for online evaluations but also keep the scanning machines to have options for face to face courses as well.

d) **Cooling system failure at ITS/LPC data center - proactive system shutdown**

ITS had an outage last week caused by the cooling system in the ITS building (1900) at LPC. We lost central utility plant cooling, which is a shared system with our backup causing both to fail. Staff were able to set up multiple fans but within an hour the heat continued to rise. Staff systematically shut down hardware as a precaution to keep them from failing. Note, the server room can go from 68-90+ in about half an hour. ITS is working with M&O to create two separate systems to prevent this from happening again.

| 5. | **Guided Pathways – Updates & Reports**
For discussion:

a) **LPC**

Bill is no longer part of the decision making for Guided Pathways technology but he will continue to provide updates for TCC. Moving forward, each GP pillar will evaluate technology and take it to the campus technology committee. The steering committee will make a recommendation for Program Mapper to the academic senate following with presentations to each senate. Career Platforms will be discussed on Flex Day. Note: There are 75 pathways from CTE alone.

b) **CC**

Samantha noted that LPC has invited Chabot GP leads to demos like Program Mapper. Chabot is learning a lot from LPC as Chabot is just now beginning to work on pathways. Technology needs can seem overwhelming within the GP discussion so they are looking at the student experience as they navigate through things like the college website. They hope to also learn about the Career Exploration tool through LPC as well. The district wide collaborative discussions have been beneficial for each college.

c) **CRM Recruit, CRM Advise, DegreeWorks**

Recruit: We are starting our upgrade for Recruit next week, which consists of 5 upgrades total. Once this is complete, we can open it up for training. The VPSS at each college has identified the pilot groups to work with. The upgrade will be completed around the middle of December so we can expect training to occur in Spring.

Advise: Advise is a student engagement tool for early alert and outreach. We already own this product and have had demos with district wide participation. The demo recording will be sent to everyone present today, and to the campus counseling departments. | |

	DegreeWorks: There are two SCFF projects centered on DegreeWorks, Advance Reporting and DegreeWorks upgrade. For reporting, we hired a consultant to build out reports from student ed plans to tell us more about how students move through our programs and what their needs may be. This project is on pause to allow the DegreeWorks upgrade to occur first. The upgrade will require downtime, from Thursday 10/22 to Sunday 10/25 for LPC and Thursday 11/5 to Sunday 11/8 for Chabot.	
6.	**Distance Education Topics** *For discussion:* **a) CVC Exchange: Expanding Canvas Trust Relationships (Scott)** The CVC OEI is requesting that all colleges are placed in their Exchange regardless if the institution is in the OEI Consortium or not. This requires providing admin access in Canvas and there are many questions around how it will work overall. There are 5-7 colleges participating now. Currently, Chabot is not part of the Consortium and LPC is. Q: Is there a data sharing agreement with this request? A: There is an OEI Consortium MOU and a Financial Aid MOU LPC has signed, but not sure of a data sharing agreement. Q: Do we know what Canvas tools will be included with OEI? A: Should have received that notification from the state chancellor's office in early October but we haven't. Scott to work with Chasity to schedule a meeting with OEI after 10/23. **b) Deactivating Past Semesters in Canvas (Scott/Eric)** The LPC DE committee recommends importing at least a year's worth of data, understanding it will slow the system down. The committee felt it is worth not jeopardizing grade records for faculty. Lisa will bring this to the COOL committee. **c) ConferZoom CCC TechConnect Upgrade & Canvas (Scott)** The LPC DE committee recommends upgrading Zoom between fall and spring. Chabot agrees with the recommendation. Some lingering questions about matching email addresses in Canvas as some faculty don't use the .edu addresses provided with college employment. ITS would handle the backend setup of this and the training and implementation details would occur at the colleges. Scott will send information to Chasity to set up a meeting after 10/20.	
7.	**NetLabs - LPC** *For discussion:* NetLabs is a web-based server farm that allows faculty to virtualize operating systems. LPC is using it for classes that use Unix, so students can access the OS through a web browser. Also, so Mac users can access Windows. Others should be aware as it's proven to be a most helpful tool in the pandemic. It was a free tool but the license was going to expire. Vicki Shipman agreed it is a necessary expense for LPC, especially with the Covid-19 turnaround, so they will renew this license annually.	

8.	**Student Collaboration Tools - LPC** *For discussion:* Shato and Anthony presented Discord as a social online learning tool (at LPC). They set up a Discord channel for all LPC Computer Science students. Discord provides the online platform where students can communicate with each other, ask questions, and/or get help on projects from other students. This makes socializing easier and more accessible for students, especially during the pandemic. The company makes money off of merchandise and provides ad-free software at no cost. Canvas restricts students to text chats where Discord allows them to join voice channels making it easier to find new friends and get help from peers. Discussion boards are for work and assistance where Discord allows peer assistance and a commonplace. How they keep the space 'safe': The server is currently being moderated by fellow LPC students and auto-mod bots that filter out and inform Administrators of any and all NSFW content. They are constantly working to make a more self-sustained and safe server for all members. Since members will not be allowed to partake in the server without email and phone number verification, admins and moderators know exactly who breaks what rules. All members must read through and agree to all server rules before being allowed to post content or partake in text/voice channels. All rules have appropriate repercussions upon being broken. ALL moderation is logged through a bot which allows them to keep track of ALL actions made by ALL members, as well as provide information about a case if someone would like to make an appeal. All messages edited or deleted by students are logged in a channel which only moderators can see. This prevents students from breaking any of the rules and getting away with it. Breaking any rules may result in a temporary or permanent ban. Any students caught or involved in cheating will be reported to the school.	
9.	**College Technology Committee News/Updates** *For information:* o CC asked Bruce to attend their next meeting to provide an O365 update. Next meeting will include a demo of Class for Zoom. o LPC is working on verbiage regarding what software is available to faculty during the pandemic.	
10.	**Good of the Order/ Future Agenda Items** *For information/discussion:* None	
	Meeting adjourned @ 10:37am **Future Meeting Dates:** Nov 20, Dec 11 (2020) and Jan 29, Mar 12, Apr 09, May 14 (2021)	