

**Chabot-Las Positas Community College District
Technology Coordinating Committee (TCC)
Meeting Notes
September 12, 2014**

Attendees: Jeannine Methe, Ken Agustin, Scott Vigallon, Ruth Hanna, Steve Gunderson, Rachel Ugale, Norman Buchwald, Howard Blumenfield, Minta Winsor, Don Miller, Mike Seaton

1. General Business

Don Miller is replacing Lisa Everett on this committee representing LPC administration. An administrator from Chabot is still needed. Student representation from SSCC and ASLPC are needed as well. Scott Vigallon will check on the status of finding a student rep from ASLPC. To clarify the purpose of this committee, TCC does not replace the Technology Committees at the colleges, but will work closely to complement them and cover district-wide technology initiatives. Also, the co-chairs are asked to provide input for the agenda of this meeting and members are encouraged to send in items as well. The current agenda items were based on the committee's priority list that was created in the May 16 kickoff meeting.

For the initial meeting of this academic year, this meeting was scheduled to run a little longer, but in the future, TCC will meet on the second Friday of the month from 9:00 AM to 10:30 AM. We will look at using CCC Confer or videoconferencing for future meetings. The TCC felt that CCCConfer would be the best alternative.

2. Update on Email Conversion

Jeannine Methe reported that email maintenance was done to upgrade to Groupwise 8, so that we could use the automated migration tools to convert Groupwise emails to Outlook. It was believed from the vendor that the change would be minimal impact to the users, but we encountered unexpected problems. For the reported problems, ITS distributed fixes to the users for IE11, IPADs, and Name searches. As of this week, the instability of the email system has been resolved. When users have email problems, Ken Agustin noted that user assistance from ITS is available 24x7, and both Ken and Jeannine's cell phones are posted on the district website under Technology Services. Norm Buchwald added that the Help Desk is also available online on the intranet to report problems and get status of requests.

ITS is now focusing on the transition to Outlook. The suggestion to create a webpage to post any email updates was made and the TCC members thought that was a good idea. ITS is currently in progress for converting to Outlook, and the TCC discussed some ways to get the word out to people. Jeannine mentioned that the vendor recommends converting one year of email. District ITS would prefer to

convert three years to accommodate multiple academic years and archive the rest, with archives being available online in the future. Therefore, all emails are brought over from Groupwise, but some will be in the active area and the rest will be in archives. Norm said that for faculty, three years of email is good to bring over. There was discussion on this and the TCC group decided to move forward with suggesting three years. The TCC group will get feedback from their users to determine what target date for conversion would work best for them. When ITS converts the three years of active emails, the remaining emails in their active Groupwise mailbox will be automatically archived. Additionally, users who have archived email from Groupwise on their local workstations need to be identified, and the college IT staff will work with those users and ITS to get these archives converted to Outlook as well.

For the final conversion date, it was discussed that the Thanksgiving weekend is the earliest window for a go-live date. However, if there are faculty or staff who aren't ready at that time, then the implementation will be pushed out until all are adequately trained and ready for the cutover. With finals at the end of the Fall semester, the next window for conversion would be the start of the Spring semester in January. Ruth Hanna recommended that we bring this information to the division meetings and get feedback from the faculty on which timeframe is preferable for them. Ruth was concerned that November is too close to the end of term. Don Miller added that Outlook doesn't require much training, but that it would be more seamless if the go-live was pushed out to the first week of January when staff returns. Norm Buchwald pointed out that Chabot's Flex Day is October 16, and he wondered if ITS would be ready to do training at that time. Jeannine responded that we do not have available to us as of yet the online tutorials for Outlook that will be used for training.

With the new online tutorials, ITS will make training available online for staff anytime to do at their leisure and to be able to do from campus or remotely. Steve Gunderson wanted to make sure that the Computer Support staff at both colleges coordinates on the rollout, since they may have to touch every machine. Steve will look at upcoming construction projects to see if this has impacts on his staff and the email conversion. Mike Seaton mentioned that he wants to uninstall GroupWise from the workstations once we convert over, so there is no conflict with Outlook. Minta Winsor recommended that when we do the next communication to staff about the Groupwise conversion that we should emphasize that we will have the ability to access email archives remotely, which we don't have with Groupwise today. Also, the archives within Outlook will be done automatically without any user action required as they do in Groupwise.

3. Status on Degree Works System

The Degree Works System is up and fully operational. An upgrade took place this past Summer and is now available for counselors to use. Once the counselors begin to actively use the system, it will then be released to students to use online. It is

anticipated this system will be used initially for student education plans that need to be done to comply with the Student Success Support Program (SSSP). It will also be used for degree audits in the future.

4. Mobile Apps for Enterprise Systems

The CLASS-Web homepage now has information on the Ellucian GO mobile app recently made available to the colleges. Ruth asked if this was a system that faculty could use. Faculty can access the app for general information, but it won't do grades or other items that faculty use through CLASS-Web or The Zone. Currently, the CLASS-web features that are available on the Mobile are limited to only student functions to view class schedules, grades, and account holds. We will implement new features to the Mobile app as the Ellucian vendor provides those updates.

5. Online Education Initiative

Scott Vigallon presented information from the State Chancellor's office, which can be found at <http://ccconlineed.org/>. He detailed how the implementation of this initiative would impact the community colleges. So far, 24 colleges are part of the pilot that would make a range of online courses at these colleges available to students attending any of the pilot schools. The idea is to increase access to courses to improve retention and success.

6. Possible DE Component in Education Master Plan

Scott Vigallon presented this idea to the group since to-date there has been no section on distance education in any of the previous Educational Master Plans. This would set a standard for the colleges to work toward. Currently, the colleges need to get approval for substantive changes made to courses, and this is currently maintained by Scott for LPC and Minta Winsor for Chabot. We will look at the possibility of using CurricUNET to track these changes, but the group collectively decided to wait until more information could be gathered before taking action.

7. Distance Education Classroom Standards

Steve Gunderson presented a plan for determining classroom standards since everybody has a different idea of what is meant by "standard". He identified these steps for defining the standards for a Distance Ed Learning Environment:

- Institutional objectives for classrooms:
 - must be supportable by technology staff
 - system must be easy to use by faculty & cannot be overly complex
 - must enhance student teacher experience
 - must be able to be easily duplicated across campuses
- Explore case scenarios – assessment of usage

- Determine standards after reviewing objectives and case scenarios

The group discussed who we should disseminate this information to in order to define the standards. Steve will share the preliminary objectives he has put together for the group to review. Steve did ask the TCC members to get feedback from their DE Committee members on the ideas that he presented.