

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

**Chairs:**

Jeannine Methe Chief Technology Officer	Norman Buchwald Faculty Chair	Scott Vigallon Classified Chair
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**Core Representatives:**

Tim Dave Chabot VP or Delegate	Don Miller <b>(absent)</b> Las Positas VP or Delegate	Ken Agustin <b>(CCConfer)</b> Network Systems and Services Manager	
Mike Seaton Senior Instructional Network Systems Specialist	Steve Gunderson <b>(absent)</b> Senior Instructional Network Systems Specialist	Norman Buchwald Chabot Faculty Senate	Lisa Ulibarri Chabot Faculty Senate
Howard Blumenthal <b>(CCConfer)</b> Las Positas Faculty Senate	Ruth Hanna Las Positas Faculty Senate	Debbie Fields <b>(absent)</b> Faculty Association	
Minta Winsor Chabot Classified Senate	Scott Vigallon Las Positas Classified Senate	Rachel Ugale District Classified Senate	Chasity Whiteside <b>(absent)</b> SEIU
Vacant Student Senate, Chabot	Alex Nguyen Associated Students, Las Positas	Amanda Pisani <b>(guest)</b>	

**1. General Business**

- a. **Approval of Meeting Minutes** - The group reviewed minutes from the November 14 meeting. Mike Seaton made a motion to approve, seconded by Norm Buchwald. The minutes were approved.
- b. **Membership** – The TCC Committee still needs a Chabot student representative. Norm Buchwald contacted Arnold Paguio, Chabot Director of Student Life, to identify a student representative. Arnold Paguio has presented this to SSCC, including the option using CCC Confer participation as a possible way of attending meetings. Norm Buchwald has also talked to the student reps attending Chabot Tech Committee & COOL.

2. **Online Education Initiative (OEI)** - Last Wednesday at the Las Positas Town Meeting, Scott Vigallon gave a presentation along with Richard Dry to the college. Pat James from the State Chancellor’s office spoke at the breakout session after the Town Meeting. Scott Vigallon presented to the TCC the information that she provided at the breakout. More information on the OEI can be found at the State Chancellor’s website <http://cccco.edu/> A summary of the highlights discussed follows. Colleges do not have to be part of the course exchange in order to be part of the OEI. Regarding course management systems being selected for the OEI, one will have a preferred feature. Soon after, all the systems will have the same functionality, so the selected system is not absolutely critical for the initiative. It was noted that Blackboard has learning outcomes assessment, which is a separately licensed module. Minta Winsor shared that one

element of the course exchange is that students will go to one place to enroll, which should make things easier. Norm Buchwald asked if there has been an effort to get the different Course Management System (CMS) vendors to present, as the chief librarians did something similar when reviewing library systems. Jeannine Methe asked about the number of pilot colleges, and Scott Vigallon said there would be 24 total. Jeannine Methe asked if Las Positas was in the process of deciding to join and Scott Vigallon said Las Positas was not looking at joining the pilot group right now. Scott Vigallon noted that questions regarding the OEI were held until the breakout session to be answered by Pat James.

3. **Training for Outlook Email** – From the system reports, we see that 50-60 people have signed up so far to do training on Lynda.com, but more are expected to register before the email cutover. Although the original plan was to create a training playlist, it was decided to hold off on doing so since the playlist did not reduce the content as much as anticipated. Amanda Pisani from District ITS prepared a document that is posted on the webpage to show users how to use the basic email functions in Outlook. Additional information will also be posted online if users require assistance. The Outlook webpage can be found at <http://www.clpccd.org/tech/OutlookEmailMigration.php>
4. **Review Email Announcements & Documentation** – District ITS will be sending out an email to everyone about the Outlook email migration to occur on January 8, 2015 after the holiday break. The group reviewed the document prepared by District ITS on the Groupwise to Outlook email conversion. It was noted that ITS intentionally did not include a lot of verbiage to make sure staff knew what to do on the first day of the migration. Norm Buchwald recommended that since rules are not being migrated, that another document be created with those instructions. Ruth Hanna said Lynda.com is a good resource, but people are feeling overwhelmed to go to a different site to get information. Ruth thought that the ITS document is much more succinct. Howard Blumenthal noted that it would be helpful to include contact information on the document for reassurance.

The group also reviewed the documents sent out so far by District ITS. Minta Winsor, Lisa Ulibarri and Scott Vigallon mentioned that a Blackboard upgrade was scheduled for January 6 from 5:00 PM to 8:00 AM the following morning, in case it interfered with Outlook going live on January 8. The group reviewed the second email communications to be sent out regarding email archives, but this second email will be sent only to those who had Groupwise archives. On December 11, users were informed via email that they no longer had to bring down the number of emails in their archives. From that date on, District ITS will begin the mass conversion of the old Groupwise emails into the new Outlook, so we will do these conversions gradually over several weeks, which will be updated in the final week.

Howard Blumenthal asked about the Quarantine that currently works with GroupWise, and as a prior user of Outlook, he didn't remember spam being an issue. Mike Seaton

confirmed that Netmail would continue on as the provider, and users will continue to get quarantine emails once we have cut over to Outlook. Jeannine Methe said once we get through the Outlook implementation, ITS will provide tips to users for reviewing quarantine and reporting messages as spam; however, the procedures will be the same as with Groupwise. Minta Winsor asked if information about the cutover will be posted to the GroupWise WebAccess homepage, and Jeannine Methe said it would be done soon. Also, District ITS has created an Outlook Email webpage on the district site at <http://www.clpccd.org/tech/OutlookEmailMigration.php> . IT will also provide links to this webpage from the college websites on the college technology webpages and the faculty/staff webpages.

5. **Email Conversion** – Jeannine Methe said users with over 20,000 emails will no longer need to delete them as they initially planned to do. Ken Agustin said that on December 16, archives on individual machines would be retrieved, so users should stop moving messages to archive before that date.

Prior to this meeting, Scott Vigallon was prompted to ask about the process for emeritus employees who had access to email in GroupWise. Jeannine Methe said several years ago, former Chancellor Walters reviewed email processes and a decision was made that employees who retire and knew they would return as part-time or on-call should have their accounts maintained. Otherwise, employees who separate should no longer have an active email. Their emails would not be deleted, but the accounts themselves would be de-activated.

Scott Vigallon also asked about revocation of user accounts, like email, which often doesn't go to all the people who administer systems and user accounts. Mike Seaton said he was working on a new form for requesting access for that purpose. There was discussion that IT is not always notified of staff resignations or retirements and that Human Resources should develop a new procedure with a checklist whereby IT notification for revoking accounts would be part of that procedure. Currently, IT procedures need a revoke form from the appropriate management for email accounts to be de-activated.

6. **Scantron Technology** - This item will be discussed in a follow up meeting.
7. **Other** – The group considered a January 9th meeting as an opportunity to gather feedback, but many members would not be available. The next meeting is scheduled for February 13, 2015.