

Technology Coordinating Committee

December 13, 2019, 9:00 – 10:30 AM

Minutes Prepared by: Chasity Whiteside

Attendance:

Note: 9 members required to meet quorum.

| Chairs (3) | College IT Managers (2) | Bargaining Units (2) | Student Senate (2) | |
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| <input checked="" type="checkbox"/> Bill Komanetsky (LPC-Faculty) | <input type="checkbox"/> Sara Woods (CC) | <input type="checkbox"/> Debbie Fields (FA) | <input checked="" type="checkbox"/> Shahaf Dan (LPC) | |
| <input checked="" type="checkbox"/> Bruce Griffin (CTO) (non-voting) | Steve Gunderson (LPC) | <input checked="" type="checkbox"/> Timothy Druley (SEIU) | <input type="checkbox"/> Stacy Harris (CC) | |
| <input checked="" type="checkbox"/> Chasity Whiteside (CC-Classified) | | | | |
| Administration (4) | Academic Senate (4) | Classified Senate (3) | Visitors via Zoom | |
| <input checked="" type="checkbox"/> Nathaniel Rice (CC) | <input checked="" type="checkbox"/> Jeff Drouin (CC) | <input checked="" type="checkbox"/> Christina Davis (CC) | Noell Adams | |
| <input type="checkbox"/> Steve Gunderson (LPC) | <input checked="" type="checkbox"/> Lisa Ulibarri (CC) | <input checked="" type="checkbox"/> Rachel Ugale (DO) | Wing Kam | |
| <input type="checkbox"/> Ken Agustin (ITS) | Bill Komanetsky (LPC) | <input checked="" type="checkbox"/> Scott Vigallon (LPC) | | |
| Bruce Griffin (DO) (non-voting) | <input checked="" type="checkbox"/> Jeff Judd (LPC) | | | |

| Agenda Item | Information/Discussion | Action |
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| 1. Call to Order | ➤ @ 9:04am | |
| 2. Approval of Minutes | <ul style="list-style-type: none"> ➤ The new minutes format was presented and the September 13, October 11, and November 8, 2019 minutes were approved with no corrections. <ul style="list-style-type: none"> ○ Votes: Yes – all members present; No – 0; Abstentions – 0 | ➤ minutes were approved |
| 3. Guided Pathways (GP) | <ul style="list-style-type: none"> ➤ LPC <ul style="list-style-type: none"> ○ Projects related to GP was approved for SCFF funding. ○ Academic Senate passed the GP Tech resolution and Classified Senate will vote at their next meeting. ○ There is a GP planning retreat scheduled for January in place of their regular monthly meeting. ➤ CC <ul style="list-style-type: none"> ○ Changes in leadership: Amy Mattern played a key role in GP but has now moved to LPC and Samantha Kessler, Institutional Effectiveness Director, has just returned from leave. Working through those transitions now. ○ An LPC GP SCFF proposal resulted in a recommendation from FFC and PBC for Chabot to also be funded for the same project/work so Chabot submitted a proposal as well. ➤ The standard approach for both GP Tech leads/liaisons is to ask users what they want technology to solve rather than a list of products they'd like to obtain. ➤ CRM Advise demo coming soon, dates will be shared with the GP leads. | ➤ CTO office to schedule CRM Advise demo in Spring |

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| 4. Reschedule February 14, 2020 Meeting due to Holiday | <ul style="list-style-type: none"> ➤ February 14th is a holiday in which the campuses are closed. ➤ After checking calendars, the committee agreed to reschedule the 2/14 meeting for Friday 1/31 same meeting time. | <ul style="list-style-type: none"> ➤ February 14th meeting rescheduled for January 31st |
| 5. Committee Membership | <ul style="list-style-type: none"> ➤ Any changes to the TCC membership will need to be approved by PBC. ➤ Committee agreed to create a recommendation to update membership during the January meeting. ➤ CTO office to send current membership vs charter to the group to further discuss in January. | <ul style="list-style-type: none"> ➤ CTO office to send membership vs charter |
| 6. LPC Student Club - Electronic Payments | <ul style="list-style-type: none"> ➤ CTO met with the District Director of Business Services to discuss current options. ➤ The campuses have been offered credit card machines so students could make electronic payments. ➤ We are not able to use a third-party vendor like Venmo, PayPal, or others. ➤ Q: what about fundraisers and things outside of campus. A third-party vendor could provide a Wi-Fi solution. A: to comply with credit card standards, payments are not processed over campus Wi-Fi as it's best to hard wired on site. ➤ Campus Business offices are motivated to handle less cash as well. | <ul style="list-style-type: none"> ➤ Follow up with campus Business Services Offices |
| 7. LPC – Student Computer Screen Privacy and Instructor Monitoring Policy/Tools/Devices | <p><u>Instructor Monitoring Policy/Tools/Devices</u></p> <ul style="list-style-type: none"> ➤ LPC will have instructor monitoring software in the Spring where the instructor can see any pc they want at any time. ➤ Chabot is using: https://www.netsupportschool.com/ and LPC will use https://www.imperosoftware.com/us/ ➤ Noted that students have to be notified of this by law. <p><u>Student Computer Screen Privacy</u></p> <ul style="list-style-type: none"> ➤ Student computer screen privacy has become an issue in Nursing as the computers are too close together. Chabot has had issues in DSRC as well in which they've implemented hanging privacy screen covers for the monitors. ➤ The covers would need to go through the respective campus resource allocation process. ➤ Q: could we have a standard for the privacy covers, make/model, to ensure they work for the visually impaired? A: Nathaniel will send the product information of what they are using as it is working well for the visually impaired. | <ul style="list-style-type: none"> ➤ Instructor Monitoring: bring back for discussion ➤ Screen Privacy: Nathaniel to share what's used at CC |
| 8. Distance Ed | <p>a. Web Accessibility – examples of Board Policy and Administrative Procedures</p> <ul style="list-style-type: none"> ➤ Scott shared a BP and AP 3725 template titled '<i>Information and Communications Technology Accessibility & Acceptable Use</i>' from the Community College League of California. Some institutions choose to use this template verbatim and others amend it to fit their specific needs. ➤ Web accessibility is not just about Distance Ed, it also covers things like the purchasing of hardware, software, multimedia products, etc. ➤ It was noted that our district does not have a BP/AP 3725 in place but Chancellor's Council is currently reviewing and updating BP/APs now. ➤ Committee agreed that BP/AP 3725 should be brought to the Chancellor's Council. <p>b. State Authorization – update from DEMC</p> <ul style="list-style-type: none"> ➤ This topic was on the last DEMC meeting agenda as an upcoming agenda item so we can expect it to be discussed soon. | <ul style="list-style-type: none"> ➤ Web Accessibility: BP/AP 3725 should be brought to Chancellor's Council ➤ State Authorization: to be discussed in DEMC |

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| | <p>c. Vetting LTIs for Canvas</p> <ul style="list-style-type: none"> ➤ LTI is essentially an app within Canvas. ➤ Faculty have the ability to add apps but there is no process to review them for accessibility and/or FERPA compliance. ➤ Other colleges have a review and approval process to ensure compliance before the app can be added. ➤ The Common Course Management System Advisory Committee is looking at OEI or another entity that has vetted all of the products so the campuses wouldn't need to. ➤ Academic Senates could write a resolution but it should go through the campus DE and Tech committees first. <p>d. Funding Third Party Tools for Canvas</p> <ul style="list-style-type: none"> ➤ OEI no longer funds particular products yet faculty say they need the tools and we need to pay for them. ➤ Q: what is a district wide expense versus a college expense? At what point does an expense roll up to the district and what's the process to determine that? Maybe this is a question for PBC? ➤ There was a suggestion to have district held funds and a process to have both colleges agree on the tools purchased so they can both benefit versus just one college. <p>e. OEI Integration Timeline</p> <ul style="list-style-type: none"> ➤ Integration will begin in February. ➤ Chabot will go through the process that LPC went through but not in conjunction with other colleges, but rather when they are ready. Chabot is currently in a great spot to move over. | <ul style="list-style-type: none"> ➤ Vetting LTIs: do be discussed at campus committees/ senates |
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| <p>9. Funding Formula Committee (FFC) Projects</p> | <ul style="list-style-type: none"> ➤ FFC saw 11 proposals with two of them doubled, so 13 in total: | | | |
| | <p>SCFF Project Proposals Forwarded to the FFC Fall 2019</p> | <p>SCFF Project Proposals Forwarded to the FFC with modifications and/or additional information Fall 2019</p> | <p>SCFF Project Proposals Forwarded to the PBC-Pending College Approval Process</p> | |
| | <p>Adding Course Attributes to Chabot Banner</p> | <p>Guided Pathways: Program Mapping & Academic Pathway (LPC)</p> | <p>Guided Pathways: Program Mapping and Academic Pathway (Chabot)</p> | |
| | <p>Advanced Reporting from DegreeWorks</p> | <p>Major Outreach and Support for Degree Completion</p> | | |
| | <p>Banner Revision Project</p> | <p>Residency Determination</p> | | |
| | <p>DegreeWorks Software Upgrade</p> | <p>RISE: Course at Santa Rita</p> | | |
| | <p>Increasing AB 540 Numbers</p> | <p>Support for Non-Credit (LPC)</p> | <p>Support for Non-Credit (Chabot)</p> | |
| | <p>Inreach to Improve Math Momentum</p> | | | |
| <ul style="list-style-type: none"> ➤ PBC recommended that the interim Chancellor fund all of these projects. ➤ There will be another round of applications coming forward in Spring. | | | | |

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| 10. Cancelled: Planned System Shutdown – Dec 29-31, 2019 | <ul style="list-style-type: none"> ➤ This planned shutdown was to improve the electrical system at the District LPC data center facility. ➤ The colleges had enrollment concerns, so we will keep the system up for that timeframe and reschedule our work. ➤ For now, we will replace UPS batteries without shutting anything down. | |
| 11. Inventory of Applications & Subscriptions – Colleges and District | <ul style="list-style-type: none"> ➤ Tabled for Next Meeting | <ul style="list-style-type: none"> ➤ Tabled for next meeting |
| 12. Reports from Campus Technology Committees | <ul style="list-style-type: none"> ➤ 12a. CC <ul style="list-style-type: none"> ○ Currently working on their campus Technology Plan. ○ Request about Voter Registration on the Class-Web homepage. Make it more visible, more apparent, maybe an animated gif. Concerns noted about highlighting one link versus others. Suggested to have a rolling system where there could be prioritized messages depending on time of year and current needs. Maybe a splash screen while signing on to canvas. ➤ 12b. LPC <ul style="list-style-type: none"> ○ Scott moved 2700 papers from Vericite to TurnItIn. ○ Copy Center scaling back on hours due to staffing. ○ Looking into updating GoPrint to NetCore wireless printing. ○ Live at LPC - useful tips for college students with a 6 steps to success landing page. | <ul style="list-style-type: none"> ➤ Bring student voter registration mandate back to discuss language |
| 13. Good of the Order | <ul style="list-style-type: none"> ➤ Bill would like to see the numbers needed for quorum documented on our agenda/minutes/somewhere. ➤ Wing – where are we with O365? Bruce: Need funding. ➤ FYI: Network Services Manager is retiring at the end of the calendar year. | <ul style="list-style-type: none"> ➤ Will document numbers needed for quorum |
| 6. Adjournment | <ul style="list-style-type: none"> ➤ @ 10:32am | |
| Future Meeting Dates | January 31, 2020, March 13, April 10, May 8 | |