

Technology Coordinating Committee

May 08, 2020, 9:00 – 10:30 AM

Minutes Prepared by: Chasity Whiteside

Attendance:

Note: 7 members required to meet quorum.

Chairs (3)	College IT Managers (2)	Bargaining Units (2)	Student Senate (2)	Visitors (cont.)
<input checked="" type="checkbox"/> Bill Komanetsky (LPC-Faculty)	<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	<input type="checkbox"/> Shahaf Dan (LPC)	Christina Read
<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)	Wing Kam
<input checked="" type="checkbox"/> Christina Davis (CC-Classified)			Visitors	Sadie Ashraf
Administration (4)	Academic Senate (4)	Classified Senate (3)	Himani Tiwari	Danita Troche
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Jeff Drouin (CC)	<input checked="" type="checkbox"/> Christina Davis (CC)	Juztino Panella	Eric Stricklen
<input checked="" type="checkbox"/> Steve Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	Emerald Templeton	Michael Thompson
Vacant (ITS)	Bill Komanetsky (LPC)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	Shannon Stanley	Nadiyah Taylor
Bruce Griffin (DO) (non-voting)	<input checked="" type="checkbox"/> Jeff Judd (LPC)		Paulette Lino	Noell Adams

Agenda Item	Information/Discussion	Action
1. Call to Order	➤ Meeting called to order @ 9:03am	
2. Approval of Minutes	➤ Nathaniel made a motion to approve the April 10, 2020 minutes with no corrections; Bill seconded ○ Votes: Yes - 12; No - 0; Abstentions – 1	➤ minutes approved
3. Guided Pathways (GP)	➤ CRM Advise Demo – Wed May 13 ○ Not a sales demo, all are welcome to attend ○ CRM = Constituent Relationship Management ○ An Ellucian product closely integrated with Banner used for student engagement with current students. ○ Provides the ability to automate interaction with identified student groups based on specific criteria. ○ Advise was included in a package we purchased for 5 years noting one year has passed. ○ Bruce shared a link https://www.youtube.com/watch?v=vcTgZ4_He20&t=18s ○ No current implementation timeline. ➤ CRM Recruit Status ○ A partner to Advise. ○ An Ellucian product used for engagement with prospective students that are not yet enrolled. ○ Large numbers of students apply but do not register.	➤ Bruce will ask Ellucian about how MyPath might work in a Recruit / Advise environment

	<ul style="list-style-type: none"> ○ Tracks early contacts from things like applications and events to convert them into student enrollment. ○ Produces statistics on successful events. ○ Implementation timeline coincided with the Banner 9 upgrade, therefore was stalled. ○ Bruce shared a link: https://www.youtube.com/watch?v=QRPu75cy5ts ○ Next Steps <ul style="list-style-type: none"> ▪ review communications ▪ set up our accounts to send bulk email and text ▪ move Recruit from Test into Production ▪ need a pilot group from each college to launch ➤ MyPath Discussion <ul style="list-style-type: none"> ○ From Chabot: There is a growing support in moving forward with MyPath. GP Steering Committee is in favor of moving forward with MyPath. General Counseling and Special Programs counselors also wrote a letter advocating for MyPath to be implemented. The VPSS is committed to ensuring proper vetting with ITS and TCC before moving forward. Bill is concerned about students having to sign in to one place, then being directed to sign into another and asks how that will work for them? If it's more difficult we're defeating the purpose of the GP framework. ○ No cost, provided by the state chancellor's office. ○ Question for the state chancellor's office: How would MyPath operate into a Recruit/Advise environment? ○ Bruce agreed to ask Chris from Ellucian this question. ➤ DegreeWorks Advanced Reporting Status <ul style="list-style-type: none"> ○ Meeting with Strata Information Group (SIG) next week to scope out the project. ○ Clean up of old data will need to occur as the tables are millions of rows. ○ May move to one database district wide vs the current setup with one for each college. ○ Noell has a list of 34 different reports that will be requested. ○ Bruce mentioned the DegreeWorks Upgrade project moving towards a scope with SIG on that same day. 	
4. Electronic Signatures	<ul style="list-style-type: none"> ➤ Adobe Sign <ul style="list-style-type: none"> ○ We own the product as part of our Adobe enterprise licensing agreement. ○ Confirmed as an authenticated legal signature by the state. ○ Sara Woods and Steve Gunderson are looking into the functionality and feasibility of use. ○ Looking at other products for student forms, as they won't have an adobe account to validate signature. ○ Does include workflow but not sure if it will be managed through single sign on. ○ Accessibility is the responsibility of the form owners. ➤ Jotforms <ul style="list-style-type: none"> ○ Initial meeting to look at features only. ○ Web based and quick to set up. ○ Similar to advanced features in SurveyMonkey. ○ Requires users outside of CLPCCD to create an account to validate signature. ○ Need a demo for both colleges. 	<ul style="list-style-type: none"> ➤ Setup Jotforms demo ➤ Paulette will see what other colleges use for concurrent enrollment signatures

	<ul style="list-style-type: none"> ▪ Need to include staff that work with concurrent and dual enrollment forms. (Christina Read and Emerald Templeton) ➤ Next Gen Dynamic Forms <ul style="list-style-type: none"> ○ Not a free version from the state. ○ Currently being offered at a discounted price that may change. ○ Lengthy implementation regarding rollout and actual adoption. ➤ What option do we have for Concurrent Enrollment forms? <ul style="list-style-type: none"> ○ Challenging as they have to be signed by individuals outside of CLPCCD. ○ DocuSign may be the better option here. We have a consultant that worked on the SCFF application in which the approval process was managed through DocuSign. ○ Paulette will reach out to see what other colleges are using as it seems effective. ○ SmartSheets is another option. Similar capabilities to DocuSign but no need to create an account. 	
5. Faculty Professional Development Taskforce	<ul style="list-style-type: none"> ➤ Taskforce to design and recommend professional development for instructional faculty to increase remote/distance learning teaching skills for Fall 2020 and future terms using a district wide approach to meet full time and adjunct needs. ➤ Taskforce does include FA and Academic Senates. ➤ Recommendation will go to the Chancellor. 	
6. Email Taskforce	<ul style="list-style-type: none"> ➤ There's a Doodle poll out now to set up our first meeting. ➤ Group to examine options to improve email. ➤ Current setup is not sustainable long term. ➤ Three options <ul style="list-style-type: none"> ○ Fix system we have ○ Microsoft hosted exchange in the cloud <ul style="list-style-type: none"> ▪ Microsoft's costs are the same regardless which option we choose. ▪ We are required to have a campus agreement in order to teach their products. ○ Google GSuite enterprise program <ul style="list-style-type: none"> ▪ We would have to go with the Enterprise version vs the free version. ▪ Enterprise let's you choose where your data sits vs your data sitting in another nation. ➤ Question: Can TCC meet again before the end of the term in order to review the taskforce recommendation? <ul style="list-style-type: none"> ○ Committee agreed to meet on Friday, May 15th from 2-3:30pm. 	<ul style="list-style-type: none"> ➤ Committee agreed to meet on Friday, May 15th from 2-3:30pm
7. Future Meeting Dates	<ul style="list-style-type: none"> ➤ Fall 2020: Sept 11, Oct 09, Nov 13 (holiday), Dec 11 ➤ Spring 2021: Feb 12 (holiday), Mar 12, Apr 09, May 14 ➤ Meetings cancelled due to holidays: Nov 13 and Feb 12 ➤ Meetings scheduled on Nov 20 and Jan 29 in place of the cancellations above. 	<ul style="list-style-type: none"> ➤ Cancelled: Nov 13 and Feb 12 ➤ Scheduled: Nov 20 and Jan 29

8. Change to ITS Organization Chart	<ul style="list-style-type: none"> ➤ Applications Services Manager position description to be reviewed at the May board meeting. ➤ This position replaces the Network Systems Manager that retired back in Dec 2019, no additional FTE. ➤ This would shift the reporting of the majority of the IT staff to the manager versus directly reporting to the CTO. ➤ If/when board approved, we'll begin to gather participants for the search committee. 	
9. Reports from Campus Technology Committees	<ul style="list-style-type: none"> ➤ Chabot <ul style="list-style-type: none"> ○ Delay in working on technology plan due to Covid and transition of committee chairs. ➤ LPC <ul style="list-style-type: none"> ○ Reviewing technology standards and evidence needed for accreditation. ○ Discussion on password policy. ○ Ally implemented, not sure about training for faculty. Canvas tools need to be implemented before Summer classes. ○ Not going to make canvas fall courses available until we know if all courses will be online. If a section number changes after a course is in canvas, there can be issues. 	
10. Good of the Order	<ul style="list-style-type: none"> ➤ Christy asked about non-credit courses and tracking positive attendance (number of hours) via canvas. <ul style="list-style-type: none"> ○ Scott noted the conversation is happening at the state level. ○ Eric. Scott and Christy to discuss offline. 	
11. Adjournment	@ 10:21am	
Future Meeting Dates	➤ May 15	