

Note: 8 members required to meet quorum.

Attendance:

Chairs (3)	Classified Senate (3)	Student Senate (2)	
<input checked="" type="checkbox"/> Bruce Griffin (DO CTO) (non-voting)	Christina Davis (CC)	<input type="checkbox"/> Stacy Harris (CC)	Matt Kritscher
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	<input checked="" type="checkbox"/> Anthony Simion (LPC)*	Arnold Paguio
<input checked="" type="checkbox"/> Bill Komanetsky (LPC Faculty)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	<input checked="" type="checkbox"/> Shatoparba Banerjee (LPC)*	Jessica Gallucci
Administration (4)	Academic Senate (4)	<i>*shares one seat/vote</i>	Theresa Fleischer Rowland
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Drouin (CC)	Guests:	Wing Kam
<input checked="" type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Paulette Lino	Abigail Patton
Vacant (ITS)	<input checked="" type="checkbox"/> Ruth Hanna (LPC)	Chasity Whiteside	
Bruce Griffin (DO)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	Eric Stricklen	
College IT Managers (2)	Bargaining Units (2)	Nadiyah Taylor	
<input type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	Cathy Gould	
Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	Samantha Kessler	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02 am	
1.	Introductions, Welcome New Members/Guests and Quorum Check <i>For information:</i> Introduction of New Student Senate representatives and visitors from each college. Quorum met with 13 voting members.	NA
2.	Approve Today's Agenda <i>For action:</i> Bill motions to approve, Tim seconds. Motion passes by consensus with 1 abstention.	September 11, 2020 Agenda Approved
3.	Approve May 15, 2020 Minutes <i>For action:</i> Bill motions to approve. Christy seconds. Minutes approved by consensus with 1 abstention.	May 15, 2020 Minutes Approved

<p>4.</p>	<p>ITS News/Updates <i>For discussion:</i></p> <p>a) Email Improvement – O365</p> <p>ITS is working with consultants to prep the local email servers to push email into the Microsoft hosted Cloud. This will redirect your email client (pc or mobile) to the web version of Outlook, finding the new server automatically with no action required on your part. Our licensing will move from the O365 A1 tier to the A3 tier on October 1 making the target completion date around mid-October. A1 provides additional apps like OneDrive, Microsoft Forms, Microsoft Teams, and more. Note: Microsoft Teams does not provide a telephone dial in option for meetings. Initial training will focus on the main apps we already use, Word, Excel, and PowerPoint. ITS will continue to roll out training and support for additional apps as we move forward. This will be communicated District wide but please do update your constituents as well.</p> <p>b) CC Building 300 Power Shutdown</p> <p>This is bond funded construction project designed to move the minimum point of entry for internet from bldg. 200 to bldg. 300 providing additional network and data spaces. This space will be equipped with a dedicated generator and uninterruptable power supply (UPS) as well as an HVAC system that’s able to support additional equipment. An electrical panel is being added between the generator and the rest of the equipment which requires a power shutdown during installation. This work is scheduled for Saturday, September 12. A construction notice was sent from VP Thompson’s office and Bruce sent another note last night. An Everbridge notice will be sent as well. Email and the Chabot website will be down, but the website will be redirected to a jump page with additional resources to provide links that some may depend on the Chabot site to navigate to. The campus network will also be down, so your VPN connections will not work during the shutdown. Shutdown will begin in the early hours of the morning and is projected to come back online by 7pm.</p> <p>c) Online Faculty Evaluations</p> <p>Currently online student evaluations of faculty are dependent upon a link in Canvas that takes the student to Class-Web where they need to log in to complete the survey. The return rate is extremely low and with most classes now online, we need a better way to facilitate student surveys. After a couple of demos, and working with the Faculty Association, a new product has been identified. We are moving forward with Watermark’s EvaluationKit to conduct online faculty evaluations.</p> <p>d) Faculty Load and Compensation (FLAC) Module</p> <p>This Banner module is replacing an in-house product we refer to as Auto-Pay. Auto Pay is the current payroll process for adjunct faculty and full-time faculty on overload. FLAC will allow faculty and deans to approve and lock in faculty assignments through Class-Web, eliminating the current paper intensive process and moving it completely online. LPC has started working with FLAC this semester, and Chabot will follow in the Spring. To implement, Auto-Pay and FLAC will run in parallel to ensure no discrepancies before moving completely over to FLAC. LPC will most likely go live in this coming Spring and Chabot next Fall.</p>	
<p>5.</p>	<p>Guided Pathways – Updates & Report Outs <i>For discussion:</i></p>	

a) LPC

There is a new management group that's really excited for it to be an 'action' year for GP.

Program Mapper Overview/Status

The server is set up and is currently pulling data from Curricunet but no further movement just yet. Overall functionality and technical aspects were discussed. There was a comment made recognizing that a lot of times we jump to tech solutions without really understanding the root problem or gap we are trying to fill. EBCAN, East Bay College Agile Network, assessed students regarding their demands and needs in a self-service environment. That assessment could be presented to TCC during the next meeting depending on the agenda. Bruce mentioned that he and Nathaniel are part of the Technology & Data group within the EBCAN project as well and can report out at a future meeting. Here is an example of Program Mapper:

<https://programmap.bakersfieldcollege.edu/academics>

b) CC

GP steering committee and workgroups are beginning to meet again with a focus on technology. Technology issues can seem overwhelming and all encompassing, but some comments bubble up. They are going to focus on improving the current student experience through things like the college website, current onboarding tools, etc. Chabot is interested in LPC going forward with Program Mapper as they are just beginning to work on program maps.

c) CRM Recruit

The District has contracted with Ellucian to conduct upgrades before we roll this out. Project timeline handover date is December 12, 2020 including training and will most likely go live in Spring. The VPSS at each college has provided the initial training groups. The communication plans in Recruit will sync with the 6 Steps to Success implemented at each college.

d) CRM Advise

The District is in negotiations with Ellucian regarding moving this to the cloud. Currently, we have not made the decision to move to the cloud and we'd like to revisit this in the Spring so we can roll our Recruit first. The CRM Advise demo link was shared via email with the attendees of this committee.

e) DegreeWorks – Written report submitted by Noell Adams

DegreeWorks System Upgrade: ITS is currently working with Strata Information Group (SIG) to upgrade DegreeWorks to the latest version. The upgrade is expected to be completed by November 7. Training for Chabot counselors is currently scheduled for October 21.

Advanced Reporting from DegreeWorks SCFF Project Update: Six sample Argos reports have been delivered by SIG. Over this next month, I will be working with ITS to test and validate these reports. We are expecting to “go live” with advanced reporting from DegreeWorks in early Spring 2021.

<p>6.</p>	<p>Distance Ed Topics <i>For discussion:</i></p> <p>a) Voter Registration Global Message in Canvas/Class-Web (Jessica Gallucci and Matt Kritscher)</p> <p>AB 963: Student Civic and Voter Empowerment Act, effective January 1, 2020, lists a series of responsibilities for CSU and CA Community Colleges to provide a process and infrastructure to allow a person that registers online to also provide an affidavit of voter registration online as well, electronically over the internet. Jessica is the current AB 963 Coordinator for Chabot and notes the key points of legislation is to mandate that we include within the process of class registration and enrollment, a page to ask students if they would like to register to vote. She notes that AB 963 is emphatic about timelines and specific information to be delivered to students using every type of communication possible. Most students are currently online in Canvas so a global notification would be most helpful with these timely communications. Jessica asked for thoughts and ideas on how to move these initiatives forward. Bruce mentioned the voter registration link on the class-web sign in screen and Eric noted that we can provide a link during the registration process, but the ongoing communication will need to come from the colleges. LPC has a ‘student hub’ available in Canvas and Chabot is working on theirs. They are looking at providing the voter registration information in the student hubs which would be available on the left-hand navigation menu within Canvas for all students.</p> <p>Q: AB963 also requires an Action Plan to be completed. What is the language in that plan regarding communication? A: That Action Plan has not been created yet.</p> <p>Q: When will the updated Zone come online? A: ITS is still working on the updated Zone.</p> <p>Bruce asked if it would be helpful to meet with both VPSS from each college to discuss the current voter registration link in Class-Web and possible new placement or design. Chasity will set up this meeting</p> <p>Note: Chabot has a voter ballot drop box and will most likely become an accessible voting location for Alameda County this year.</p> <p>b) CVC Exchange: Expanding Canvas Trust Relationships (Scott)</p> <p>The CVC OEI wants all colleges to be placed in their Exchange regardless if they are in the OEI Consortium or not. They have requested that the technical work be done as soon as possible to make this happen. This is a district wide impact so we are discussing it here.</p> <p>Q: Is this a request or a requirement? A: Currently a request</p> <p>It’s not clear if students will be able to register for CLPCCD courses outside of our systems. Comment: OEI accessibility requirements are daunting and would be challenging to move over to without much prep. LPC has been working with accessibility and 18 courses are aligned with OEI rubric and accessibility.</p> <p>Q: How to track enrollment and FTES and how will they be counted? A: We’re not sure how any of this works yet. Comment: We should find another school that’s done this.</p> <p>Chabot POCR is working on state certification this semester so they can align courses to be eligible to go into exchange. A college can be in the exchange, but their classes will need to meet the rubric in order to offer courses in the OEI.</p>	<p>6a. CC and LPC VPSS and CTO to review class-web voter registration link.</p>
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	<p>c) Deactivating Past Semesters in Canvas (Scott/Eric)</p> <p>Sending past semester data to Canvas lags out the upload. To upload less data, past semesters were deactivated twice to attempt a clean upload but ran into problems each time. In one example, some instructors have allowed specific students extra time for specific assignments which wipes out the grades for all other students with that assignment. Canvas fixed this twice but will not do it again. Canvas is not affected, it's really the upload time to sync Banner data with Canvas. For instance, if a student adds a course in Class-Web they will not have access to that course in Canvas until the Banner data is uploaded to Canvas to sync. Discussion continued around the technical aspects of the data upload to Canvas and why it may have issues. Concern was noted for students that challenge grades where the data would not be available in Canvas. This needs to be discussed with FA and Academic Services. How long are we required to keep class records?</p> <p>It takes an estimate of 40 minutes to upload 1 term and at one point we had 4.5-hour uploads.</p> <p>Committee agreed to take this back to the DE committees, VPs and include ITS.</p> <p>d) ConferZoom CCC TechConnect Upgrade & Canvas (Scott)</p> <p>The state has come up with a new integration, an app for Zoom in Canvas. This new app takes the interface from conferzoom.org and places that interface in Canvas, which would be a great improvement for faculty use. We need a district wide installation to use this.</p> <p>Bruce notes from CTO meetings that the district wide accounts have received great feedback but they suggest doing it over a break.</p> <p>Concerns around email addresses having to match in order to make it work as some faculty do not use their college email accounts but use personal accounts instead.</p>	<p>6c. Committee members agreed to take this back to the DE committees, VPs and include ITS.</p>
<p>7.</p>	<p>College Technology Committee News/Updates <i>For information:</i></p> <ul style="list-style-type: none"> ○ CC held their first meeting this week with a review of last year's goals updating them for this year. They plan to continue the work on the College Technology Plan as well as other smaller projects. ○ LPC has not met yet. 	
<p>8.</p>	<p>Good of the Order/ Future Agenda Items <i>For information/discussion:</i></p> <p>Bill would like to add NetLabs to the next agenda. It's no longer a free tool and LPC is spending 10k on it.</p> <p>Scott requested the 3 DE topics be brought back to the next meeting. Committee agreed by consensus.</p>	<p>8. Bring DE items 6b, 6c, and 6d back and add NetLabs.</p>
	<p>Meeting adjourned @ 10:48am Future Meeting Dates: Oct 09, Nov 20, Dec 11 (2020) and Jan 29, Mar 12, Apr 09, May 14 (2021)</p>	