

**Attendance: 11 voting members, 2 non-voting, and 7 guests, total of 20 total attendees. (7 voting members required to meet quorum)**

<b>Chairs (3)</b>	<b>Classified Senate (3)</b>	<b>Student Senate (2)</b>
<input checked="" type="checkbox"/> Bruce Griffin (DO CTO) (non-voting)	Christina Davis (CC)	<input type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	<input type="checkbox"/> Vacant
<input checked="" type="checkbox"/> Bill Komanetsky (LPC Faculty) (non-voting)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	<b>Guests</b>
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	Angela Castellanos
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Drouin (CC)	Chasity Whiteside
<input type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Danita Troche
Vacant (ITS)	<input checked="" type="checkbox"/> Ruth Hanna (LPC)	Erika Dishman
Bruce Griffin (DO)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	Kevin Kramer
<b>College IT Managers (2)</b>	<b>Bargaining Units (2)</b>	Theresa Fleischer Rowland
<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	Wing Kam
Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	

<b>Item</b>	<b>Information/Discussion</b>	<b>Action</b>
	<b>Meeting called to order @ 9:01 am</b>	
1.	<b>Welcome and Quorum Check</b> <i>information:</i>  Quorum met with 11 voting members in attendance.	Quorum Met
2.	<b>Approve Today's Agenda</b> <i>action:</i>  Agenda approved. All in favor, no abstentions.	Agenda Approved
3.	<b>Approve Minutes</b> <i>action:</i>  May 14, 2021 minutes were approved. All in favor, no abstentions.	Minutes Approved

<p>4.</p>	<p><b>Review Committee Charge and Membership</b> <i>discussion:</i></p> <p>Committee Membership: Bruce went over the current membership to ask if there are any updates. Bill will confirm student representatives for LPC and Christy will for Chabot.</p> <p>Q: Can we add a category to include seats for Distance Ed Coordinators and Webmasters from each college? A: Not sure. We'll need to confirm how to request/make updates to membership.</p> <p><a href="#">Committee Charge</a> was reviewed by the committee.</p> <p>There was a request to add specific language to include Distance Education or Instructional Technology. From the current charge, under 2. b.: <i>Discuss to district-wide technology projects and issues as they relate to academic, administrative, mandatory regulations and security needs in order to improve and increase communication.</i></p> <p>TCC has agreed in previous meetings that DE should have a District level committee. DE will always have technology needs, that's understood. The ESS committee can assist with some of the instructional programs and services aspect of DE. DE can look at what serves well with the technology expertise that this committee has or with the Title V instructional point of view and student services approach expertise in the ESS committee. Bruce confirmed we will not make any formal recommendations since the IPBM structure is currently under review. If DE has annual goals outside of TCC's charge, they may want to look at ESS.</p>	
<p>5.</p>	<p><b>Committee Annual Goals</b> <i>discussion:</i></p> <p>Bruce noted one major goal for this year is coordinating district wide technology planning. This includes a District level plan as well as the college level plans. This is part of the committee charge as well.</p> <p>Q: Are there other goals the committee wants to explore? A: Request to bring this question back to allow committee members to discuss with their constituents.</p>	<p>Bring Committee Annual Goals back to next meeting</p>
<p>6.</p>	<p><b>ITS News/Updates</b> <i>information:</i></p> <p>a) <b>Email Improvement – O365</b> We've moved 1700 mailboxes from our on-premises servers up into the Microsoft cloud supported system. We are currently in hybrid mode utilizing both servers. The on-premises servers will be decommissioned here in the next few weeks. We need to have a standard naming convention for email groups in the district. There was a lingering issue with Chabot users needing to log in with a clpccd email address, but that has been fixed. We've also added a 5-minute downtime for any account with 10 incorrect password attempts. This week we'll be applying the A3 license to all of our full-time faculty and staff. This will</p>	

	<p>provide 100gb storage space for their mailbox where A1 only provides 50gb. To clarify, no one has actually run out of space, but some were getting close.</p> <p>We are working on an implementation of a much more robust password reset process. This will eliminate Help Desk calls to reset passwords for email and things that pull from Active Directory. It doesn't touch VPN passwords, Canvas, or Class-Web accounts. This will support a longer password criterion with more complexity.</p> <p>We will replace the Barracuda spam filter soon, Microsoft has its own tools that we already pay for.</p> <p>Bill offered to provide his One Drive directions/videos for others to use. We should no longer use Google Drive to store and/or collect data.</p> <p>Q: Will the trainer position provide training on all the different aspects of the new O365, or just certain pieces? A: Yes, and No. We will not provide training for certain suite products, like Sway. IT can prioritize based on needs.</p> <p>Videos are preferred. We could curate YouTube videos and pick out the best ones to share out online. Some staff may prefer an internally created video versus YouTube.</p> <p><b>b) District Wide Technology Planning</b> We discussed this under Goals. We have a need for the technology plans to follow and be driven by the Educational Master Plan, the Districtwide Strategic Plan, and the Facilities Master Plan as related documents. We are at a good spot with the technology plan coming together after the other planning documents. We will work with consultants at the district and college levels utilizing bond funds. The plans need to be related to each other while recognizing we are one district with common goals but also single colleges with separate Ed Master plans. We want to avoid lists of projects and focus on more broad goals and objectives where we align IT activity to show how we are supporting the plan. We will use the Request for Qualifications (RFQ) process versus the Request for Procurement so we don't end up with the lowest bidder that may not be the best fit for our needs.</p> <p>We will solicit volunteers from this committee to participate in the RFQ process. If you're interested, email Bruce.</p>	
7.	<p><b>Distance Education Topics</b> <i>Information:</i></p> <p><b>a) ConferZoom Upgrade Recommendation Update</b></p> <p>The recommendation was accepted by the Chancellor. Bruce contacted the TechCenter and the implementation requires a few more people than expected. We were running into the summer and the email migration created a resource issue for us. The communication piece of the implementation is a major task. As we saw with the email project, communicating over the summer can be difficult. There are some single sign on issues as well. We will put together an action plan now that email is under control.</p>	

	<p><b>b) CVC Exchange Teaching College Status Update</b></p> <p>There is quite a bit of integration that must happen on the backend. We did meet with A&amp;R and have the document from CVC that steps through the key bullet points. We need to review the training pieces for folks, as it touches quite a bit of areas including Financial Aid. Resources are scarce in most of these areas.</p> <p>Q: Is there anything else that DE can do to move this forward or is it all outside of DE?  A: Outside of DE at this point, given the integration issues.</p> <p>Q: What’s the timeline?  A: Initial project timeline stated 3-6 months for the final project rollout, not sure if that’s still accurate. Bruce confirmed we should estimate 6 months and at earliest we’d have to begin in January due to the resources necessary for the vaccine mandate.</p> <p>Fall 2022 is realistic.</p> <p><b>c) New Quizzes – Canvas/Instructure</b></p> <p>Canvas is pushing the implementation of New Quizzes to replace their current Quizzes. This LTI is currently being used and is quite buggy. There are some major differences between the two products.</p> <p>Scott shared a timeline and comparison chart with the committee. There is pushback at the state level.  Timeline: <a href="https://community.canvaslms.com/t5/New-Quizzes-Users/Classic-Quiz-Sunset-Timeline-Subscribe/ba-p/470973">https://community.canvaslms.com/t5/New-Quizzes-Users/Classic-Quiz-Sunset-Timeline-Subscribe/ba-p/470973</a>  Comparison chart: <a href="https://docs.google.com/document/d/11nSS2EP0UpSM6dcuEFnoF-hC6lyqWbE9JSHELNmfG2A/edit">https://docs.google.com/document/d/11nSS2EP0UpSM6dcuEFnoF-hC6lyqWbE9JSHELNmfG2A/edit</a></p> <p>Training should begin at the end of this semester so that in Spring we can have some faculty pilot/use New Quizzes so we can get the rest of them trained in Spring with the understanding we won’t get all faculty trained by the time they have to start using New Quizzes in July 2022.</p> <p>Comment noted. Many instructors will feel punished for their previous quiz creation-time and it is going to be difficult to encourage instructors to create new questions, question banks and/or new quizzes. If the software can effectively destroy their previous work, how/why would folks create new materials?</p>	
8.	<p><b>Guided Pathways News/Updates</b>  <i>Information:</i></p> <p><b>d) Chabot College &amp; Las Positas College</b></p> <p>No updates for either college at this time.</p>	

	<p><b>e) District, CRM Recruit, CRM Advise, &amp; DegreeWorks</b></p> <p>We are presenting Recruit to the Chancellor’s Cabinet to show the functionality we have in place.</p> <p>This is the year for Advise. We've been provided a project plan from Ellucian and we’re putting together the folks that will be involved with that.</p> <p>With respect to DegreeWorks upgrades, our next upgrade requires us to do a hardware upgrade in our Banner IBM system. This will take quite a bit of coordination internally for ITS.</p>	
9.	<p><b>College Technology Committee News/Updates</b> <i>information:</i></p> <p><b>a) CC &amp; LPC</b></p> <p><b>CC:</b> Nathaniel will no longer be Admin chair, Kevin Kramer is stepping in. Nathaniel will remain as the TCC rep. They are working on the Chabot Campus App, hopefully launching it next month.</p> <p><b>LPC:</b> No update. Committee hasn’t met yet.</p>	
10.	<p><b>Good of the Order/ Future Agenda Items</b> <i>discussion:</i></p> <p>LPC power outage occurred this week. About 2,000 customers in Livermore went without power. Everything worked as expected so there were no impacts to end users.</p> <p>We've had several phishing emails recently. We can see what was delivered and shut it down if necessary. Do not click on unknown links and never enter your username and password if you do.</p> <p>Note: We will try to use the Polls feature in Zoom for the voting portion of our next meeting.</p>	
	<p><b>Meeting adjourned @ 10:30 am</b></p> <p><b>Future Meeting Dates:</b> Fall 2021: October 08, December 10 Spring 2022: February 11, March 11, May 13</p>	