

**Technology Coordinating Committee (TCC) Regular Meeting Minutes**  
**Friday, September 8, 2023, 9:00am - 10:30am**  
*Prepared by: Ann-Marie Fisher*

**Attendance: 9 voting members, 3 non-voting, and 4 guests, total of 16 attendees. (note: 8 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 checked="" type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Cathy Gould (DO)	<input type="checkbox"/> Vacant
<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	<b>Guests:</b>
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	Ann-Marie Fisher    Angela Castellanos
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Mona Abdoun (CC)	David Reed            Jared Howard
<input type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	
<input checked="" type="checkbox"/> Kristen Whittaker (ITS) (non-voting)	<input checked="" type="checkbox"/> Carlos Moreno (LPC)	
Bruce Griffin (DO)	<input type="checkbox"/> Jeff Judd (LPC)	
<b>College IT Managers (2)</b>	<b>Bargaining Units (2)</b>	
<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	
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 @ 9:03am.</b>	
1.	<b>Welcome and Quorum Check</b> <i>For information:</i>	
2.	<b>IPBM Committees Transition from ClassWeb to BoardDocs (Maisha Jameson)</b> <i>Presentation</i> Maisha's presentation included how the committee and public can view agendas and meetings, how to perform searches in BoardDocs as well as how to access the help manual.	
3.	<b>Approve Today's Agenda</b> <i>Action Item:</i> Nathaniel Rice motioned to approve with correction of item 6 being changed to Elect New Tri-Chairs (action item) Cathy Gould seconded 7 yeas, 0 no	<b>Approved</b>

4.	<b>Approve May 12, 2023 Minutes</b> <i>Action Item:</i> Theresa Pedrosa motioned to approve Scott Vigallon second 9 yeas, 0 no	<b>Approved</b>
5.	<b>Approve April 14, 2023 Minutes</b> <i>Action Item:</i>  This item will carry to October as Ann-Marie misfiled the minutes.	<b>No action</b>
6.	<b>Elect New Committee Tri-Chairs</b> <i>Action Item:</i>  Christy Davis and Tim Druley volunteered to be tri-chairs and ran unopposed. The committee welcomed them to their positions.	
7.	<b>Review Annual Committee Goals</b> (Presented by CTO Griffin) <i>Information:</i>  CTO Griffin referred the committee to the TCC website to review the goals in detail and reminded the committee that review of the annual goals is part of the IPBM process. Additionally, committee members were asked to bring any new goals to the October meeting for discussion as the goals will be codified in the October meeting.	
8.	<b>Review ITS Program Review</b> <i>Information:</i>  CTO Griffin referred the committee to the ITS website so they can review the program in detail. The key takeaway from the review is per Educause staffing levels, we are significantly understaffed relative to our peers.	
9.	<b>Turnitin Update (CTO Bruce Griffin and Christy Davis)</b> <i>Information:</i> The latest version of Turnitin allows for better review of AI generated content. There is a possibility to split our account. We currently have one account in the global instance and Christy Davis and Scott Vigallon's recommendation is to keep the one database rather than split into two instances due to the high number of students and adjunct faculty who cross-pollinate between both Las Positas College and Chabot College. If the instance is split in two, every instructor who used Turnitin would have to go through all their assignments and re-enable Turnitin for each assignment, basically re-mapping it to the new database.  The Turnitin representative recommended we keep our account status quo.	

	<p>The committee did not have any questions however, Scott Vigallon asked for clarification of the result of this conversation and CTO Griffin said we need to make it an action item if we were going to make a decision on the matter. Since the committee did not have a comment we could make it an action item next month.</p> <p>Lisa Ulibarri moved to make it an action item for this meeting. Tim Druley seconded. With seven yeas, zero no's, the motion carried to make this an action item for the current meeting.</p> <p>Christy Davis said with this motion, we should vote now to either leave the account as is or to proceed with splitting the database.</p> <p>Tim Druley made the motion to leave the account as is. Nathaniel Rice seconded. With nine yeas and zero no's, the Turnitin account will remain as a single global instance.</p>	
10.	<p><b>Instructure's Impact Update (Scott Vigallon)</b>  <i>Information:</i>  Included in our 4-year Canvas and Canvas Studio agreement is the opportunity to use Impact by Instructure. Impact provides tips and tutorials for students and faculty directly within Canvas. It comes in the form of pop-ups. An example is when an instructor clicks the rubric tool, Canvas administrators program a pop-up that gives a tutorial right there on the screen. If a student is submitting an assignment we can have a pop-up tutorial telling the student how to submit the assignment.</p> <p>Impact also provides the ability to get more analytics out of Canvas such as measuring the usage of third party tools and also has a support feature of FAQs with links to contact our support desks.</p> <p>The Distance Ed Committee at Las Positas College did not want the messaging aspect of Impact because you cannot opt out and they felt it would annoy users. But, they were interested in the analytics part. The product is not free. There is an implementation fee of \$3,725.00. The fee is a one-time fee and would cover the entirety of the 4-year Canvas agreement for both colleges.</p> <p>The Canvas Administrators request the opinion of the Technology Coordinating Committee regarding Impact by Instructure and to also provide any recommendations.</p> <p>Nathaniel Rice asked if it would be possible to turn off messaging after a month but the Canvas Administrators (Scott Vigallon and Christy Davis) said an easy button to turn off messaging does not exist so the user would have to disable messaging with each message.</p> <p>There were no further questions.</p> <p>A motion to put this on the agenda as an action item was made by Nathaniel Rice, seconded by Theresa Pedrosa. With 8 yeas, 0 no's, the motion carried to make this an action item for the October meeting.</p> <p>A motion for the committee to recommend the product and explore the cost and payment thereof was made by Lisa Ulibarri, seconded by Nathaniel Rice. The motion carried with 7 yeas and 1 no vote.</p>	

11.	<p><b>Ongoing Project Review &amp; Updates (CTO Bruce Griffin)</b>  <i>Information:</i>  <b>OCI Oracle Cloud Infrastructure</b></p> <ul style="list-style-type: none"> <li>• <b>Board approved project July 2023</b></li> <li>• <b>Replaces our aging equipment</b></li> <li>• <b>Relatively minimal impact on the budget</b></li> <li>• <b>Major impact from an operational perspective</b> <ul style="list-style-type: none"> <li>○ <b>Hosted in Phoenix, Arizona</b> <ul style="list-style-type: none"> <li>▪ <b>Creates greater stability with respect to earthquakes</b></li> </ul> </li> <li>○ <b>Tenant created for approximately 100 servers and network configuration into the Cloud</b></li> <li>○ <b>Redundancy created by three separate data centers</b></li> <li>○ <b>Allows us to use additional database encryption</b></li> <li>○ <b>Will help us with ransomware</b></li> <li>○ <b>A consultant will be brought in to help with heavy lifting of migrating our servers into the new environment</b></li> </ul> </li> </ul>	
12.	<p><b>CVC/OEI Exchange Update (Christy Davis)</b>  <i>Information:</i>  We are waiting to get on the list for becoming a teaching college. We cannot get on the list until Superglue is completed. Once Superglue is completed, another requirement is to invite Dr. Marina Aminy who is in charge of CVC/OEI to officially come to the District and have a conversation with the Chancellor (and possible the Board of Trustees) to discuss what being a teaching college looks like and how it is going to work. That conversation cannot be scheduled until Superglue is in place.</p> <p>CVC/OEI is the ability of any student in the state to attend any Community College within the state and the program is a state requirement for all Community Colleges.</p> <p>Lisa Ulibarri asked what Superglue is. CTO Griffin explained it is an integration layer between our system and the systems from the Chancellor's office. It helps translate things coming from them into our system and vice versa.</p>	
13.	<p><b>Guided Pathways News/Updates</b>  <i>Information:</i></p> <p><b>a. Chabot College &amp; Las Positas College</b>  <b>Chabot College:</b> No update</p> <p><b>Las Positas College:</b> Jared Howard, a counselor and Guided Pathways Lead at LPC provided update  They are moving towards phase two for Spring semester 2024 with two primary goals:</p> <ul style="list-style-type: none"> <li>• <b>Creating and integrating Canvas shells</b> <ul style="list-style-type: none"> <li>○ A team of Guided Pathways staff working on the templates for Canvas shells either to create eight separate Canvas pages for the eight Pathways LPC has or, depending on what technology allows us to do, one potential template for all students to be imported into the Canvas shell. Should be completed by Spring 2024</li> </ul> </li> </ul>	

	<p><b>Guided Pathways News/Updates (cont'd)</b></p> <ul style="list-style-type: none"> <li>• Dr. Foster gave Guided Pathways a directive to make sure to send out some form of communication whether that be via email or otherwise welcoming them to the Spring Semester and also to their Pathways.</li> </ul> <p>LPC Guided Pathways is moving from an infrastructure of setting up Guided Pathways work into actually giving students limited capacity user access but still moving forward with trying to provide proactive, direct consultation with students rather than waiting for them to come to us. Next on the agenda for the LPC Guided Pathways are the CRM Recruit and CRM Advise and how they'll play a role in Guided Pathways.</p> <p><b>b. District, CRM Recruit, CRM Advise, &amp; Degree Works: (CTO Bruce Griffin)</b></p> <p><b>CRM Recruit:</b> User readiness sessions will begin soon. We will be working closely with PRMG on that as well as Education Services and the Chancellor. CRM Recruit helps us recruit students, nudge them along the in the application process from when we first identify them as potential students all the way through enrollment and works hand in hand with Banner and CRM Advise.</p> <p><b>CRM Advise:</b> We are moving the last round of historical data into the CRM Advise Cloud beginning tonight (September 8) and will come back up with Banner and ClassWeb on Sunday (September 10).</p> <p>There will be a training for counselors from both colleges at EDCE on October 18.</p> <p>It should be noted that CRMs are an evolution. There will be ongoing tasks as we work with the end user community. David Reed with Education Services will assist with setting up student support groups.</p>	
14.	<p><b>District ITS News/Updates (CTO Bruce Griffin)</b></p> <p><i>Information:</i></p> <p><b>Degree Works:</b> Upgrading to a single instance restores functionality such as providing an easier way to print Ed Plans and also takes us out of the two separate instances into one. A lot of work will be required to reconcile any differences between the two instances. Having the single instance helps us to really integrate Degree Works into Advise meaning data from Degree Works would be able within Advise and will also help us create Degree Works cards in MyPortal which is essential for students to have a visual display of how far they are from completion.</p> <p>Finally, we are starting to upgrade our registration system within MyPortal and through Banner SSB 9 there should be drop and drag options. Look at our Degree Works information on the registration page where you can more effectively register for classes.</p> <p>As an early adopter of Degree Works, it was recommended that we have two instances since we were a two-college district. Now things have shifted towards single instance. As complex as merging two instances into a single instance is, we should all be grateful we're not a three or four college district.</p> <p>We do not have a date for the upgrade because there is a lot of functional work that needs to happen between the two areas that support Degree Works and there are some differences that need to be reconciled before we can merge it. But, we are looking at late Spring to begin the merger but that is dependent on how much needs to be reconciled after discovery.</p>	

	<b>District ITS News/Updates (cont'd)</b> CTO Bruce Griffin responded to Jared Howard's question as to whether or not there was a timeline for the upgrade of Phase Two in terms of what data points that users are seeking by saying the Education Services will be engaging around those needs with the user community and will be at the forefront once we hand off to the end user.	
15.	<b>College Technology Committees News/Updates</b> <i>Information:</i> <b>a. Las Positas College &amp; Chabot College</b> No updates were shared  Tim Druley thanked Dean Matt Kritscher, Dr. Foster, and CTO Griffin because over the summer we worked together to go live with Monsido (the little accessibility icon in the left). Without their support, Wing Kam, Chasity Whiteside, and Tim Druley would not be able to live with this at relatively the same time which shows we can actually work together!	
16.	<b>Vote on November 17 and December 8 Meetings</b> <i>Action Item:</i> Because our November meeting occurs on the observance of Veterans' Day and our December meeting is often cancelled, a vote is necessary to hold the November meeting on Friday, November 17 and the December meeting as normal on Friday, December 8.  Motion to amend the scheduled meeting schedule for November and uphold the December meeting was made by Nathaniel Rice, seconded by Scott Vigallon. With 9 yeas and zero no's, the motion carried.	
17.	<b>Good of the Order</b> <i>Discussion:</i>  Scott Vigallon brought up a topic from the Distant Ed Committee meeting. He is fielding requests to give students who are student club leaders teacher or instructor access in Canvas. He has always denied those requests for security and privacy reasons as this would lead to FERPA violations, security and privacy issues. However, there is nothing in writing that backs up his denial of these requests and understands that student club leaders would want the ability to send announcements, create pages in Canvas, and to create discussions. While he can block access to other students' W numbers, student leaders would still be able to enable feature options and add apps into the course, create Wikipages, share the course, and let other students attached filed to discussions. Thus, exposing the colleges and District to security and privacy infringements as well as FERPA violations.  Christy Davis informed the committee that Chabot does not put students in the teacher's role anywhere for all the reasons Scott mentioned.  CTO Griffin asked Academic Senate representatives Lisa Ulibarri and Carlos Moreno how the Senates would react to an IPBM Committee's recommendation. Lisa Ulibarri wanted to know if there were options that would allow student club leaders to create a discussion without violating FERPA but also acknowledged that if presented to the Senates as FERPA violations and infringe upon the privacy of other students, it's a done deal.	

	<p>Carlos Moreno echoed Lisa Ulibarri's sentiments and added that while the Senates would accept our recommendations, they would also ask if there were any alternatives such as creating a custom role.</p> <p>CTO Griffin asked for a more formal recommendation be written and reminded the committee that their role was to only make recommendations.</p> <p>It was further agreed that Canvas Administrators Christy Davis and Scott Vigallon would work with Lisa Ulibarri and Carlos Moreno between now and the next TCC meeting in October to do a deeper dive on what, if any alternatives are available to expand student club leader access without jeopardizing FERPA, security or privacy issues and they would have a written recommendation for the Technology Coordinating Committee could vote on in the October meeting. If the committee votes to send the recommendation to the Senates, CTO Griffin would first take the recommendation to the Chancellor for review and discussion.</p>	
	<p><b>Motion to adjourn meeting by Nathaniel Rice, seconded by Cathy Gould</b></p> <p><b>Meeting Adjourned at 10:31am with 9 yeas, 0 no's</b></p> <p><b>Future Fall 2023 Meetings: Oct 13, Nov 17, Dec 8</b></p>	