

**Technology Coordinating Committee (TCC) Regular Meeting Minutes**  
**Friday, October 13, 2023, 9:00am - 10:30am**  
*Prepared by: Ann-Marie Fisher*

**Attendance: 9 voting members, 3 non-voting, and 8 guests, total of 20 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"/> Tim Druley (LPC Classified)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	<b>Guests:</b>
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	Ann-Marie Fisher    Chancellor Gerhard
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Mona Abdoun (CC)	Heidi Ulrich    Danita Troche
<input type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Jared Howard    William Kossow
<input checked="" type="checkbox"/> Kristen Whittaker (ITS)	<input checked="" type="checkbox"/> Carlos Moreno (LPC)	David Reed
<input checked="" type="checkbox"/> Sara Woods Bruce Griffin (DO)	<input type="checkbox"/> Jeff Judd (LPC)	
<b>College IT Managers (2)</b>	<b>Bargaining Units (2)</b>	
<input type="checkbox"/> Rahman Abdul (CC)	<input type="checkbox"/> Debbie Fields (FA)	
<input type="checkbox"/> Stephen Gunderson (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	

<b>Item</b>	<b>Information/Discussion</b>	<b>Action</b>
	<b>Meeting called to order @ 9:08am did not meet quorum but recorded for informational purposes.</b>	
1.	<b>Welcome and Quorum Check</b> <i>For information: Quorum met at 9:09am</i>	
2.	<p><b>Chancellor Gerhard to discuss IPBM Survey Results and IPBM Goals</b></p> <p>Spring 2023 was the third year of the IPBM survey. The goal of the survey is to see how IPBM committees are doing overall and how they are serving our colleges and districts. While the District's Technology Coordinating Committee had a strong showing with regard to the IPBM survey, the Chancellor would like feedback on how to increase responses.</p> <p>The three major take-aways from the survey are:</p> <ul style="list-style-type: none"> <li>Survey respondents felt IPBM committees function well. The committees are cooperative in the work, serve the colleges and the district per the charge of the respective committee, function as intended, and serves its purpose.</li> <li>A few respondents felt there could be stronger communication from the committee to the colleges and constituents at the college could be better. These responses were in line with last year's responses.</li> </ul>	

	<p><b>Chancellor Gerhard to discuss IPBM Survey Results and IPBM Goals (cont'd)</b></p> <ul style="list-style-type: none"> <li>A few respondents felt their committees weren't reviewing or discussing goals for the academic year nor were they reflecting on what was or was not achieved during the year.</li> </ul> <p>Chancellor Gerhard then asked for feedback from the Technology Coordinating Committee. Lisa Ulibarri suggested having IPBM committee members respond to the survey during the meeting in order to increase survey participation. Nathaniel Rice suggested using an app that would with anonymisation. A brief discussion followed leading to ITS developing a method to make real time survey responses anonymous.</p> <p>Christy Davis suggested the survey be conducted in April due to low attendance in the committee meetings in May as well as by April the IPBM committees have a firm grasp of what they are looking at each month through the academic year.</p>	
3.	<p><b>Approve Today's Agenda</b> (<i>action item</i>)  Motion to approve by Christy Davis  Seconded by Lisa Ulibarri  6 yeas / 0 nos / 0 abstentions</p>	<b>Approved</b>
4.	<p><b>Approve September 8, 2023 Minutes</b> (<i>action item</i>)  Motion to approve by Lisa Ulibarri  Seconded by Nathaniel Rice  6 yeas / 0 nos / 0 abstentions</p>	<b>Approved</b>
5.	<p><b>Approve April 14, 2023 Minutes</b> (<i>action item</i>)  Motion to approve by Christy Davis  Seconded by Nathaniel Rice  4 yeas / 0 nos / 1 abstention</p>	<b>Approved</b>
6.	<p><b>Review Annual Committee Goals</b>  <i>Information:</i>  A total of eight goals were presented by committee members. Goals 1 – 3 were presented by CTO Griffin. Goals 4 and 5 were presented by Nathaniel Rice. Goal 6 was presented by Scott Vigallon. Goal 7 was presented by Lisa Ulibarri. Goal 8 was presented by Christy Davis.</p> <ul style="list-style-type: none"> <li><b>Goal 1: Update Tech Plans for the District and Colleges</b></li> <li><b>Goal 2: Develop Process for Software Acquisitions</b></li> <li><b>Goal 3: Developing Workflow Process for Initiating Projects with ITS</b></li> <li><b>Goal 4: Address Deficit of IT Staffing for Both Colleges and District ITS</b></li> <li><b>Goal 5: Ensure Process for Software Acquisitions includes Focus on Accessibility</b></li> <li><b>Goal 6: Complete Enrollment Process for CLPCCD into CVC Exchange as a Teaching College</b></li> <li><b>Goal 7: Develop a Process on ADA Compliant pdf Postings</b></li> <li><b>Goal 8: Develop a Policy Regarding Zoom Storage and Recordings</b></li> </ul>	

7.	<p><b>Recommend &amp; Explore the Cost and Payment of Impact by Instructure</b> (<i>action item</i>)</p> <p>Christy Davis presented a recommendation to purchase Instructure which includes a 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>Scott Vigallon said Las Positas College also recommended purchasing Instructure but only for the data analytics part.</p> <p>Christy Davis made a motion to vote on purchasing Instructure. Scott Vigallon seconded. The motion to purchase was approved with five affirmative votes and zero no votes.</p>	<p><b>Approved</b></p>
8.	<p><b>Recommendation on student access to Canvas as instructors</b> <i>Discussion &amp; information:</i></p> <p>Lisa Ulibarri is not ready to make a full recommendation on giving student access to Canvas as instructors due to FERPA violation concerns and other issues that can arise by giving students instructor access. Instructor access allows students to be able to export course content onto the Canvas exchange, make a full copy of the course which is problematic. FERPA violation concerns include the “student as instructor” being able to see personal information of other students including names, W numbers, and grades. Both colleges need time to test custom roles such as Embedded Tutor Role (based on Chabot’s needs) and Student Club Lead or Super Student Role (non-instructional site for student clubs).</p> <p>The Embedded Tutor Role allows a student to manager and moderate discussions or facilitate instruction but they would not have access to copy content, put course on Canvas or see student names, W numbers, or grades.</p> <p>The Student Club Lead was created for student clubs who wanted a site. They could do a little more than basic student access because they are not dealing with content created by faculty member such as moderating discussions, viewing all groups, add, delete and manage pages so they can post content on their own and add, create, and send announcements in order to manage club site but they would not have access to student information or have instructor level access.</p> <p>This topic has not been taken to Chabot’s Student Senate or DE Committee as the above listed custom roles need more vetting. As a faculty member, Lisa Ulibarri would not want a student to have instructor access in Canvas because they could copy over and distribute course content which creates academic integrity issues but would like the FERPA officer at Chabot (Paulette Lino) to weigh in on the matter.</p>	

	<p><b>Recommendation on student access to Canvas as instructors (cont'd)</b></p> <p>Scott Vigallon informed the committee that at LPC he is only getting requests for non-instructional courses but would be ok with broadening access to instructional courses.</p> <p>CTO Griffin suggested a recommendation to allow instructor access for non-instructional course and not allowing instructor access for instructional course may be in order.</p> <p>Christy Davis added that the Canvas currently allows instructors to add any student into their Canvas course site as a student but they cannot add someone into a teacher role, only admins can do that and she feels it is best admins maintain control of what happens especially if it is decided that the Embedded Tutor on the instructional side. Admins will have to provide better control over who is going into these sites and what privileges they have.</p> <p>Scott Vigallon also added that he is ok with the Technology Coordinating Committee making a recommendation to the colleges about this and also broadening instructor level access to students in instructional courses because currently LPC does not have restrictions but believes more discussion is needed.</p>	
9.	<p><b>Ongoing Project Review and Updates (CTO Griffin)</b> <i>Information:</i></p> <p><b>Oracle Update</b>– ITS is moving forward with moving Banner and a suite of applications into the Cloud. We have a tenant already which is a critical first step in the process.</p> <p><b>Next Gen Firewall Implementation</b> – Next gen firewalls are being implements at both colleges. These firewalls will give us better control of what we let in and what we block including entire countries. We have blocked known troublesome countries such as North Korea, Russia, and Iran so we're not exposed to malicious traffic from those countries. The new firewalls also allow us more responsiveness should we discover any trouble.</p>	
10.	<p><b>CVC/OEI Exchange Update</b> <i>Information:</i></p> <p>As previously discussed, becoming a member of the CVC exchange in order to become a teaching college has been added to our goals for the year. The Super Glue component is in place and next step is for CTO Griffin to take the status of this project to the Chancellor's office. After doing so, we will coordinate a meeting with Dr. Marina Aminy who is heading up the Teaching College project.</p>	
11.	<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  <b>Las Positas College:</b> Jared Howard reported on a successful meeting between LPC Guided Pathways, Scott Vigallon, CTO Griffin, Kristen Whittaker and most of the ITS team. During that meeting a successful solution was found to for the</p>	

	<p><b>Guided Pathways News/Updates (cont'd)</b></p> <p>Guided Pathways page. There will be a single Canvas page for the academic and career pathways. The page has already been created by LPC Guided Pathways team. The page is an instructional course that will allow Guided Pathways to do some global messaging and will in place for Spring 2024.</p> <p>Clarification of “Global Messaging” was requested and Jared Howard explained that because every student at Las Positas College would be in the course, an announcement, flyer, graphical announcements could be created and distributed via that course and every student with a Canvas account would receive it.</p> <p><b>b. District, CRM Recruit, CRM Advise, &amp; Degree Works:</b>  <b>District:</b> EBCAN had a successful brainstorming session.  <b>CRM Recruit:</b> Currently the project charter is being developed. Consultants at Ellucian has conducted a technical review and we are working together to define what the project team will like which will be handled by the PRMG group.  <b>CRM Advise:</b> The technical work of Phase I is complete. On October 18 a training session to handoff to counselors will lead to developing Phase 2, 3, and 4. David Reed with Education Services will take lead on this.  <b>Degree Works:</b> The Degree Works merger will be a big project. Currently we are working on determining where in the project queue this will fall as well as developing our end user engagement for the project. In addition to upgrading the instances into the cloud with the rest of the Banner suite of applications, there will be a great deal of work for the Apps Services Team on this and we appreciate their efforts on this.</p>	
12.	<p><b>District ITS News/Updates</b>  <i>Information:</i></p> <p>All news/updates were discussed earlier in the meeting. CTO Griffin asked if there were any questions, hearing none, we moved on to the next agenda item.</p>	
13.	<p><b>College Technology Committees News/Updates</b>  <i>Information:</i></p> <p><b>a. Las Positas College &amp; Chabot College</b>  <b>Las Positas College:</b> No update</p> <p><b>b. Chabot College:</b> Nathaniel Rice provided the update. He attended a demo of Educational Vision Technologies (EVT.AI) which creates online courses from in-person lectures by recording the audio-visual elements and putting those elements into software which creates a transcript. The audio-visual and transcript elements are linked so the student can click on any piece. This also has Zoom functionality. Chabot is looking to schedule a demo and Nathaniel will share the links to the demo with TCC members.</p> <p>Lisa Ulibarri mentioned this is a good example of how the college goes from demo to acquisition and CTO Griffin reminded her that ITS is developing such a process which includes a checklist for new software acquisition designed to apply for the colleges if they want to adopt it. The checklist will include various approvals by VPs and Deans as appropriate as well as capturing funding information.</p>	

	<p>Christy Davis mentioned she and Lisa Ulibarri created an AI work group named Jedi (name was created by ChatGBT) and they will meet on October 17 to develop goals. The workgroup was created so that conversations about AI could be more positive and less panic.</p> <p>Lisa Ulibarri mentioned the need for an AI policy with regard to student conduct and usage of AI in courses.</p>	
14.	<p><b>Good of the Order</b>  <i>Discussion:</i></p> <p>Christy Davis mentioned CCC Tech Connect had deployed AI in Zoom. AI had been embedded in “Summary of Meeting” with names and also under “Recording”. She turned it off AI and also asked for a policy regarding Zoom storage and Zoom recordings as we are already over storage limit.</p> <p>Ann-Marie Fisher informed the committee that based on recommendations from Maisha Jameson and Chasity Whiteside, we will not archive minutes and agenda from previous meetings (prior to Fall 2023) as the documents become static when archived in Board Docs. Chasity added a blurb to the TCC site to the effect of, “As of Fall 2023, minutes and agendas can be found in Board Docs” and a link was provided.</p>	
	<p><b>Meeting Adjourned at 10:31am with a motion by Cathy Gould, second by Nathaniel Rice. 6 affirmative votes, 0 no votes, and 0 abstentions.</b></p> <p><b>Future Fall 2023 Meetings: Dec 8</b></p>	