


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

Attendance: 11 voting members, 2 non-voting, and 4 guests, total of 17 attendees. (note: 8 voting members required to meet quorum)

Chairs (3)	Classified Senate (3)	Student Senate (2)
<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"/> Brody Price (LPC)
<input checked="" type="checkbox"/> Tim Druley (LPC Classified)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	Guests:
Administration (4)	Academic Senate (4)	Ann-Marie Fisher Dionicia Ramos
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Mona Abdoun (CC)	David Reed Chancellor Gerhard
<input checked="" type="checkbox"/> Stephen Gunderson (LPC)	<input type="checkbox"/> Lisa Ulibarri (CC)	
<input checked="" type="checkbox"/> Kristen Whittaker (ITS) (non-voting)	<input type="checkbox"/> Carlos Moreno (LPC)	
<input checked="" type="checkbox"/> Sara Wood	<input checked="" type="checkbox"/> Jeff Judd (LPC)	
<input type="checkbox"/> Bruce Griffin (DO)		
College IT Managers (2)	Bargaining Units (2)	
<input type="checkbox"/> TBD (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	
<input type="checkbox"/> Stephen Gunderson (LPC)	Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:03am	
1.	Welcome and Quorum Check <i>For information: Quorum met at 9:07am</i>	
2.	Chancellor Gerhard to discuss IPBM Survey Results and IPBM Goals <i>Presentation</i> <p>The purpose of the IPBM survey is to obtain feedback form IPBM committee members to see how the IPBM structure is working specific to each committee and also to meet an accreditation standard under Accreditation Standard IV in terms of shared governance. Based on survey responses, it is necessary for us to get the survey out earlier. As such, instead of sending the survey out in May, the survey will go out to IPBM committee members in April after spring break.</p> <p>Please see the attached for survey results.</p> <div>  <p>IPBM Survey Results 2023-24.pdf</p> </div>	

3.	Approve Today's Agenda (<i>action item</i>) Christina Davis moved to approve Theresa Pedrosa seconded Agenda approved with 6 yeas, 0 no	Approved
4.	Approve April 12, 2024 Minutes (<i>action item</i>) Theresa Pedrosa moved to approve Cathy Gould seconded April Minutes approved with 4 yeas, 0 no, 3 abstentions	Approved
5.	Approve May 10, 2024 Minutes (<i>action item</i>) Scott Vigallon moved to approve Theresa Pedrosa seconded May Minutes approved with 4 yeas, 0 no, 4 abstentions	Approved
6.	Review of Charter and Representatives a. Vote on new tri-chairs Christina Davis volunteered as tri-chair. A vote was not taken as no one else volunteered or ran for election of tri-chair. As the other tri-chair must be a faculty member, once all other academic and bargaining units' designees are identified and present, we will try in October to elect the other tri-chair. CTO Griffin remains as the third tri-chair as per the committee charter.	
7.	Annual Goals Review and Discussion <i>For information and discussion:</i> CTO Griffin requested committee members to ideas for goals to the October meeting. The goals should address such matters as how can the TCC do better and how can we communicate back to our constituencies more effectively. He also encouraged committee members to take advantage of bringing up ideas and concerns in Good of the Order throughout the year. Scott Vigallon again suggested as he did last year that a goal for TCC should include Las Positas and Chabot colleges becoming Teaching Colleges in the CBC Exchange by fall 2025. Christina Davis agreed. Currently, CLPCCD will undergo implementation in February 2025 as a cohort to begin the process to become a teaching college. Discussion ensued about how to harness technology like Otter or AI to summarize what is discussed in TCC. Rather than a full-blown newsletter, a shortened version of minutes using Otter, and linking the recording of the meetings and the agenda to an all-in-one spot to BoardDocs. Christina Davis reminded the committee of last year's discussion and concerns about the AI meeting summary features available in Zoom. After testing was performed by her and Stacey Followill, they had serious concerns about FERPA and HIPAA violations	

	<p>because the AI meeting summary feature will also be available in counseling, a summary of a counseling meeting would automatically be sent to everyone associated with a particular meeting depending on how peer tutors and setting up of counseling appointments, Zoom could inadvertently send out a transcript of a private counseling session to people who are not authorized to have that information so before we move forward with activating AI meeting summary or any tool like it, we need to look at how will it impact other users and make sure we are still in compliance with both FERPA and HIPAA laws.</p> <p>Going forward, the recording of meetings will be shared District wide.</p>	
8.	<p>California Community Colleges Chancellor's Office Update of the Zoom Recordings Retention Policy <i>For information</i></p> <p>CTO Griffin presented this information.</p> <p>This policy is being implemented as of October 1, 2025.</p> <p>All Zoom recordings created before July 31, 2024 will be deleted from user accounts. They will first be moved to Zoom trash for 30 days during which they can be retrieved. After 30 days, they will be permanently removed and inaccessible.</p> <p>Action for TCC: we need to manage those locally and pull them down as an alternate to long-term storage at state level.</p> <p>Item marked Keep Forever are being deleted so make a back-up just in case. OneDrive will be recommended for local. In the past, faculty who wanted to keep lectures did so on YouTube under unlisted private. A lot of FERPA training was needed so faculty knew that they could not reuse zoom recordings that have identifiable student faces or student voices in them.</p> <p>A number of faculty moved FERPA non-compliant recordings to Studio but now we're over Studio storage limits so we need to communicate to faculty that they cannot just shuffle recordings around. They have to delete recordings that are not FERPA compliant.</p> <p>If recordings are actually going to be used, it needs to be determined if they can be saved on OneDrive or YouTube so that faculty can then publicize a link to the recordings.</p> <p>Discussion ensued regarding work arounds for student storage as well as private equity purchasing InStructure which will lead to higher costs for each attribute used within InStructure.</p> <div data-bbox="262 1240 304 1286" data-label="Image"> </div> <p>DII 25-200-01 Zoom Recordings Retentic</p>	

<p>9.</p>	<p>MyPortal Update <i>For information</i></p> <p>Kristen Whittaker, manager of Apps Services team, provided the update.</p> <p>Apps Services has been working with Guided Pathways, Counseling Deans, and the directors of Admissions and Records to review their literature and academic catalogs looking where ClassWeb is mentioned because it needs to be changed to MyPortal right now.</p> <p>We don't know if some cards will be created. The card for rosters may show up in Banner SSB9 and we don't know what SSB9 looks like right now. The hope is by March 2025 when we open the new registration process, we'll have clarity on all of the modules and workflow but in the meanwhile, please help get the word out that all the links are in MyPortal and we now have a card for ClassWeb in MyPortal.</p> <p>It is unclear when the official transition from ClassWeb to MyPortal for students will be, but Degree Works will help with the transition as students can only access Degree Works form MyPortal.</p> <p>There are 28,000 people activated in MyPortal and 900 new activations during Degree Works merger process.</p> <p>Rather than telling students to login to MyPortal to find ClassWeb, tell students to login MyPortal to find the registration card or the Degree Works card.</p> <p>From a technical perspective, everything is in place for students to use MyPortal exclusively now. However, from a marketing logistics perspective, there is still a lot of work to do. We need to market the logistics of "how do I reset my MyPortal password if I need MyPortal to access Zonemail?"</p> <p>Student Heba Munad suggested adding specific instructions for MyPortal on the colleges websites to help inform and educate students about MyPortal.</p>	
<p>10.</p>	<p>Guided Pathways News/Updates <i>Information:</i></p> <p>a. Chabot College & Las Positas College</p> <p>Chabot College: no update</p> <p>LPC: no update</p> <p>b. District, CRM Recruit, CRM Advise, & Degree Works</p> <p>CRM Recruit per CTO Griffin Ellucian has thrown a curveball. They are moving CRM Recruit to the cloud and we have to complete this move by March 2025. This move is called by Ellucian the Flip and the have made many promises as to the advantages to this change, none of which we can see right now.</p>	

	<p>Degree Works update provided by CTO Griffin. Kudos to Kristen Whittaker and her team as well as the Degree Works coordinators for combining the DegreeWorks instances. The project was quite complicated and, in many ways, unprecedentedly around the country. It also could not have gone more smoothly during the cut over, which did not take as long as anticipated.</p> <p>Degree Works Card on MyPortal has a gas gauge indicating the percentage of completion the student has until they receive their degree.</p> <p>CRM Advise: Per CTO Griffin, the project is rejuvenated by Kristen Whittaker taking over Project Management for this. Kristen Whittaker provided the following update. She and David Reed met with four Guided Pathways employees identified by their college presidents to work on this project. In that meeting they started defining their dashboards, received the specs for that and work is in progress. The orientation and assessments dashboards are currently with the Deans and they are validating data.</p> <p>PRMG did an outstanding job creating the first communication that will go out to CRM Advise students.</p> <p>We are getting CRM Advise dashboards to align with enrollment efforts and will work with the Deans to make sure how we're going to leverage and use data in CRM Advise.</p> <p>Discussion ensued about security and privacy information, who can view attributes at the program level, how folks are using attributes and how they're being maintained. There is a meeting September 16 that will include distinguishing between attributes and other student identifiers.</p>	
11.	<p>District ITS News/Updates <i>Information:</i></p> <p>CTO Griffin provided update.</p> <p>a. PRMG Communications Guideline Final Draft Update This is a district wide communication policy. It will not be a formal Board policy, nor will it be an administrative procedure. This is merely a guide on the use of communication tools in a way we haven't had before but are increasingly needing with CRM tools and more of a need to text in a way that complies with opt outs and a number of other operational issues such as how many texts somebody receives in a given day. The final draft is being presented by Director Dionicia Ramos in the Administrators Meeting later today (September 13) at the district office.</p> <p>Question: will there be a replacement for Otter? Who will be able to text?</p> <p>Answer: Advise is not the only tool to communicate with the student and this question needs to be asked in the Administrative meeting today in order for discussion and feedback that could lead to a solution.</p>	

	<p>b. Accessibility Taskforce SLT has issued the following three directives for this taskforce:</p> <ol style="list-style-type: none"> 1. Efforts need to be cost neutral 2. The taskforce must be FTE neutral 3. The Taskforce will report to TCC as TCC has representation from academic and classified senates <p>When the academic senate names their TCC members, so we have full representation from faculty, we will address who will be on the Accessibility Taskforce.</p>	
12.	<p>College Technology Committees News/Updates <i>Information</i></p> <p>a. Chabot College: CTO Griffin provided the update. The first meeting of the semester was for organizational purposes. Tri-chairs were named and Blessing Morris is the classified tri-chair and did a fantastic job.</p> <p>b. Las Positas College no update as they have not met yet.</p>	
13.	<p>Good of the Order <i>Discussion:</i></p> <p>Christina Davis mentioned the Chabot Faculty Senate met and AI was a main topic. Among the concerns were training on how to utilize AI, how to teach students to use AI as well as professional development, and new technology. They also indicated the need for a consultant come to the district to help with policy.</p> <p>Cathy Gould responded that it is difficult to get a consultant for something that everyone is still learning.</p> <p>CTO Griffin said at the state level, the prevailing thought is to see how AI turns out and no one has come up with a good policy yet. In light of 10 Plus One, freedom even withing a Senate where one member may be vehemently opposed and another sees AI as a workplace essential for students whose first job may require AI training/knowledge/experience.</p> <p>AI has discipline specific tools so we need to remain flexible and perhaps have a 3-way joint meeting off schedule (non-TCC meeting date) and share thoughts and concerns at the Senate level and tech committees at each college and TCC.</p>	
	<p>Nathaniel Rice moved to adjourn Cathy Gould seconded Meeting adjourned with 5 yeas Meeting adjourned at 10:36am.</p> <p>Future Fall 2024 Meetings: Nov 8, and Dec 13</p>	