

Friday, October 11, 9:00am - 10:30am

Prepared by: Ann-Marie Fisher

Attendance: 11 voting members, 1 non-voting, and 6 guests, total of 18 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 type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Cathy Gould (DO)	<input type="checkbox"/> Heba Munad (LPC)
<input type="checkbox"/> TBD (LPC)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	Guests:
Administration (4)	Academic Senate (4)	Ann-Marie Fisher Kristen Whittaker
<input checked="" type="checkbox"/> Jonah Nicholas (DO)	<input type="checkbox"/> Mona Abdoun (CC)	David Reed Rachel Ugale
<input checked="" type="checkbox"/> Sara Woods (ITS)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Wing Kam ReVoyda Starling
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Carlos Moreno (LPC)	
<input checked="" type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	
College IT Managers (2)	Bargaining Units (2)	
<input type="checkbox"/> TBD (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	
<input type="checkbox"/> TBD (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02am	
1.	Welcome and Quorum Check <i>For information: Quorum met at 9:01am</i>	
2.	Approve Today's Agenda (action item) Tim Druley moved to approve Scott Vigallon seconded Agenda approved with 7 yeas, 0 no	Approved
3.	Approve April 12, 2024 Minutes (action item) Nathaniel Rice moved to approved Cathy Gould seconded Minutes approved with 7 yeas/0 no/0abstentions	Approved

4.	Review of Charter and Representatives a. Vote on new tri-chairs Tabled until November TCC meeting	
5.	Annual Goals Review and Discussion <i>For information and discussion:</i> CTO Griffin requested committee members to ideas for goals to the October meeting. No one had any new goals for the Academic year of 2024 – 2025.	
6.	MyPortal Update <i>For information</i> CTO Bruce Griffin presented the update to the committee. MyPortal is a few different technologies rolled together. It is a portal that also has SSO (Single Sign-on). Most of the work happening now is moving the final applications for our old Banner hardware into SSO so it will be available through my portal. This is a complicated step because once it goes into MyPortal, you can't get it from outside of MyPortal. Kristen Whittaker has set up meetings with various groups throughout the district including the libraries to move their databases within MyPortal. This continues the process of MyPortal being institutionalized throughout the district as a way to get resources. The security SSO provides is important for the student experience as they have once place to go to with one login. Canvas is a possible exception to this in the event MyPortal goes down at 3am we do not have HelpDesk staff available to assist with SSO issues so we are going to be cautious regarding Canvas. We will eventually move Zonemail to MyPortal which should greatly increase the usage of Zonemail. MyPortal is the only way to get to DegreeWorks now. Please remind students who want to see their Ed plans will go through DegreeWorks via MyPortal. The same applies to ClassWeb which is also now available through MyPortal. Everything outside of email and Canvas is available through MyPortal. Lisa Ulibarri suggested MyPortal training for faculty and staff during Flex Days and volunteered to coordinate MyPortal outreach communication between CTO Griffin, Apps Services Manager Kristen Whittaker and Chabot personnel. CTO Griffin mentioned MyPortal trainings will also be offered along with training of other software applications at the District Office on Friday afternoons. Lisa Ulibarri also suggested presenting the upcoming technology changes at the Academic Senates at both colleges to ensure faculty are informed of the coming changes. When asked what the timeline was for SSO, CTO Griffin said it was unclear as of now as the goal is to determine a timeline that would have minimum impact on students, but was also hopeful SSO would be rolled out by spring semester.	

7.	<p>Guided Pathways News/Updates <i>Information:</i></p> <p>a. Chabot College & Las Positas College</p> <p>CTO Griffin presented on behalf of both colleges.</p> <p>ITS is engaging with faculty from both colleges as part of the CRM Advise project. To get their wisdom involved with that rollout as well as give them some tasks to help locally at the colleges. CRM Advise can be a backbone for a number of processes around the district and having it support Guided Pathways is a huge opportunity for the district.</p> <p>b. District, CRM Recruit, CRM Advise, & Degree Works</p> <p>CRM Recruit per CTO Griffin Ellucian is a project similar to that of CRM Advise and is in the process of relaunching. Currently, the charter and project roles are being laid out now. The big item for Recruit right now is we currently host the system on prem (on premises) at building 1900 at LPC. We will be moving it to the Cloud as a Software as a Service (SaaS) by Spring 25 as Ellucian is decommissioning the on prem version.</p> <p>Degree Works update provided by CTO Griffin. ITS has not seen any issues from the merger and move to MyPortal. Per David Reed, Ed Services and LPC Vice President of Academic Services Nan Ho and Chabot Vice President of Academic Services Safiyyah Forbes are doing some cleanup of Degree Works and developing work processes to keep Banner updated and cleanup course equivalencies.</p> <p>CRM Advise: Per CTO Griffin, it is important to inform your constituencies that CRM Advise is a different way for us to think about things. It is not a reporting tool, and it is not just a communication tool. CRM Advise allows us to provide wraparound services in a unified way for students, including student support teams. Should a student need intervention, regarding grades or Financial Aid, we can communicate with them automatically which is really a proactive approach designed to better assist students to complete their education goals thus resulting in better student retention.</p> <p>Banner, via opt-in, is collecting the cell phone number from the application process so we can look at texting out of CRM Advise and could trigger text based on student activities. The text can be initiated automatically. Thanks to the work of Rachel Ugale and PRMG, the first mass communication out of CRM Advise will be on Monday, October 14.</p> <p>A reminder will be sent to students on October 21 and 28 to students who have not completed a comprehensive SEP. The communication will be sent as email via SparkPost which is similar to Constant Contact. SparkPost provides metrics such as how many students opened the email; how many have clicked on the links within the email which will help us tailor the language and decide how effective this email is versus text communication. The email will be sent from the district and is FERPA compliant.</p> <p>Discussion ensued about doing a campaign around future mass communications as well as confirming what PRMG's process is regarding their communication tree with mass email and if any gaps need to be bridged. Kristen Whittaker will double check with PRMG that SparkPost communication will be ADA compliant.</p>	

9.	<p>District ITS News/Updates <i>Information:</i></p> <p>CTO Griffin provided update.</p> <p>a. Zoom Limits For those who missed the September TCC meeting, the Chancellor’s office is running up against the top limit of their Zoom storage. We need to start notifying folks that in October 2025, any Zoom meetings in your storage that have been recorded and that you’re holding onto will be deleted in they are older than July 1, 2024.</p> <p>The solution is not to dump Zoom recordings into Canvas Studio (which has its own limits) and for FERPA purposes, your voice is considered identifiable information. So, if you record a class in Section One and have a Section Two, you cannot share the recording of Section One with Section Two if students have been recorded. It is just you on the recording, that’s different.</p> <p>The purge is based not on how much storage is used by a recording, but by the date of the recording. You will have 30 days to pull it back if it’s been deleted. Going forward, the purge will be ongoing but no details on the frequency of the purges.</p> <p>Scott Vigallon mentioned both Distant Ed committee and Academic Senate at LPC were fine with the Zoom storage limit issues and did not have any questions.</p> <p>Discussion ensued on how and when FERPA issues arise and it was decided to double back with PRMG for clarification and best practices.</p> <p>b. Accessibility Taskforce (Workgroup) Thanks to Wanda Butterly for forwarding a great presentation on new ADA Title II requirements that requires us to not just become compliant for our own content but also verifying that our third-party vendors are also ADA compliant.</p> <p>Duties of the workgroup include the need to review third-party vendors are ADA compliant, evaluate board policies and procedures for acquisitions that this group can help inform those decisions as it related to accessibility. The workgroup will have until 2026 to reach compliance.</p> <p>Listed below is the makeup of the workgroup that was decided via open discussion among TCC committee members insuring equal representation of all constituencies. Workgroup representatives will be assigned by their department manager/director. There is still discussion on student representation which will be addressed in the first Accessibility Workgroup meeting on November 15.</p> <p>Chair (1) – Represented by an Administrator at the District Level Faculty (2) – Represented by one faculty member from each college DSPS (2) -- Represented by one DSPS staff member from each college Webmasters (2) – Represented by the webmaster at each college</p>	
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10.	<p>College Technology Committees News/Updates <i>Information</i></p> <p>a. Chabot College: No update</p> <p>b. Las Positas College Tim Druley provided the update.</p> <p>T-Mobile is now on DAS System. DAS puts cell signals inside buildings that are otherwise UV protected that don't get very good coverage. The rollout was longer than expected due to the acquisition of Sprint by T-Mobile.</p> <p>AI Wizard: A user based in Greenland installed a plug-in button in quizzes in Canvas. For \$3.00, a student could click the button that allowed Chat GPT to answer the question. Tim Druley blocked the plug-in.</p> <p>A discussion ensued on how the plug-in worked, whether or not it was a bad actor or any computer science instructor challenging students to build something like it. The incident was not reported to Google but it was reported to Canvas. Canvas was caught off guard as they never heard of something like this and wrote a cease-and-desist letter to the user in Greenland.</p> <p>This needs to be brought to the attention of the Academic Senates. It is currently being discussed at the Chancellor's Council with conversations on ultimately forming policy on the use of AI.</p>	
11.	<p>Good of the Order <i>Discussion:</i></p> <p>CTO Griffin mentioned the TCC Charter is out of date. When it was originally established, college technology managers were classified employees. They will move to administrators. The charter still points to their job descriptions. The Chancellor wants the committee to recommend what those two positions or members should represent. Should they represent the managers of the college technology employees or should we keep the original idea of them being classified?</p> <p>CTO Griffin recognized Scott Vigallon as due to his retirement at the end of October, this is his last TCC meeting. Scott was an original member of TCC going back 15 years. Due to Scott's diligence and leadership, he is leaving Las Positas College and TCC</p>	

	<p>in a much better position from a technological perspective than how he found it. Among Scott's the numerous achievements, he was among those who vetted and selected Canvas for the district.</p> <p>CTO Griffin then presented Scott with a Certificate of Appreciation.</p> <p>True to form, Scott graciously acknowledged other TCC members past and present for their support, patience and perspectives. Scott will remain as the voice of the Hawks Basketball at LPC.</p> <p>Congratulations on your retirement, Scott!!</p>	
	<p>Scott Vigallon moved to adjourn Cathy Gould seconded Meeting adjourned at 10:07 a.m.</p> <p>Future Fall 2024 Meetings: Nov 8, and Dec 13</p>	