

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

Attendance: 11 voting members, 1 non-voting, and 9 guests, total of 21 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 checked="" type="checkbox"/> Heba Munad (LPC)
<input checked="" type="checkbox"/> Jeff Judd (LPC Faculty)	<input checked="" type="checkbox"/> Kat King (LPC)	Guests:
Administration (4)	Academic Senate (4)	Ann-Marie Fisher Kristen Whittaker
<input type="checkbox"/> Jonah Nicholas (DO)	<input type="checkbox"/> Mona Abdoun (CC)	David Reed Rachel Ugale
<input type="checkbox"/> Sara Woods (ITS)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Heather Oshiro ReVoyda Starling
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Carlos Moreno (LPC)	VC Theresa Fleisher-Rowland
<input type="checkbox"/> Stephen Gunderson (LPC)	Jeff Judd (LPC)	Angela Castellanos Uma Nadkarni
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 @ 9:00am	
1.	Welcome and Quorum Check <i>For information: Quorum met at 9:01am</i> The committee welcomed new member Kat King (replacing Scott Vigallon on the committee) who is the new Instructional Technology Coordinator at LPC.	
2.	Approve Today's Agenda (action item) Cathy Gould moved to approve Christy Davis seconded Agenda approved with 7 yeas, 0 no	Approved

3.	Approve October 11, 2024 Minutes (<i>action item</i>) Christy Davis moved to approved Jeff Judd seconded Minutes approved with 7 yeas/ 0 no/ 1 abstentions	Approved
4.	Vote on New Tri-Chair Jeff Judd volunteered to be the new tri-chair as no one chose to run for the position. With eight affirmative votes, he was approved by the committee to fill the tri-chair role.	Approved
5.	Request for Recommendation on Membership (<i>action item for December</i>) <i>For information and discussion:</i> Currently, the College Technology Managers represent administration and we need to make those positions representative of College Technology Staff. CTO Griffin recommends a motion to change the charter to show College Technology Staff. Tim Druley moved to make the above listed change to the charter. Cathy Gould seconded. Motion carried with 7 yeas/ 0 nos	
6.	February Meeting Date (<i>action item</i>) The February 2025 TCC meeting falls on the Friday of Presidents' Day weekend. The committee agreed the February meeting to be moved from Friday, February 14 to Friday, February 7, 2025.	
7.	MyPortal Update <i>For information</i> CTO Bruce Griffin presented the update regarding the Class Web update in MyPortal. As was discussed in town halls at both Chabot and Las Positas Colleges, the finance module move from Class Web to MyPortal is underway. This impacts all users who perform budget transfers, approves purchase requisitions, and those who will eventually create online requisitions and other tasks. Kristen Whittaker, Manager of Apps Services provided the following update regarding SS9 (Self Service Banner 9). On December 9 the finance module rolls out live to SSB9. As of December 31, the finance tab in Class Web will no longer be available. The timeline to sunset the finance module is being discussed for Classic Class Web. Apps Services is hoping by the first of the calendar year, a definite timeline will be set as we prepare for SSB9 to fully launch in March – April for the new registration cycle for summer/fall 2025.	

	<p>MyPortal Update (cont'd)</p> <p>Apps Services is currently working to move Gmail Zone card into MyPortal by January. The team is discussing the single sign on (SSO) user experience for Zonemail. Some issues regarding SSO are as follows:</p> <ul style="list-style-type: none"> • Can users use Zonemail in the Gmail app? • Can they use Zonemail in MyPortal? • Can they use Zonemail in the browser and what does that look like? <p>The library goes live in MyPortal in December/January based on working with the State on a few items.</p> <p>Christy Davis informed the committee that the Chabot Barnes & Noble virtual bookstore is now on MyPortal. This changes the way faculty adopts their textbooks. They must go through MyPortal because we utilize the SSO. Christy also acknowledged the fantastic work for Stacey Followill and Cathy Gould for helping to make this switch happen.</p> <p>A discussion ensued regarding how many additional faculty are now utilizing MyPortal and what a wonderful job Steven Tang is doing fielding password reset requests. Apps Services is working on analytics and hope to be able to share that soon.</p> <p>Further discussion ensued regarding instructions for MyPortal for continuing and returning students on how to access the logon on MyPortal. Cathy Gould mention changing “MyPortal Resources” to something more obvious and making the link larger. Tim Druley volunteered his time to make the “How to Use” My Portal instructions a real landing page in order to facilitate an easier to use more concise instructions for MyPortal for new users.</p>	
8.	<p>Guided Pathways News/Updates</p> <p><i>Information:</i></p> <p>a. Chabot College & Las Positas College</p> <p>LPC did not have an update.</p> <p>Chabot – Update provided by Heather Oshiro</p> <p>Chabot and LPC are collaborating in implementing Program Mapper (PPM) so that the PPM at each college will look identical in terms of formatting. The colleges are also working with EBCAN and CSU East Bay on formatting links and maps.</p> <p>Chabot Webmaster Wing Kam has been working with META to help feed information the way we construct our pathway web pages.</p> <p>Vice Chancellor Theresa Fleischer-Rowland mentioned VP Forbes and VP Ho are discussing coordinating applications for each college to the funding source Option B of Sustainability and the design using funding to help implement and CSU East Bay is also eligible to apply. If successful, the three campuses could get \$180,000 to work together and also drill down individually at each campus to address both individual needs as well as coordinate efforts.</p>	

	<p>Guided Pathways News/Updates (cont'd)</p> <p>b. District, CRM Recruit, CRM Advise, & Degree Works District: CTO Griffin told the committee that Ellucian, who makes Banner, has informed us we can span both Degree Works and CSU East Bay's degree audit system and really show a pathway that starts at Chabot or LPC and goes completely through graduation at CSU East Bay. This could potentially be a golden ticket for us to be able to talk across those two degree audit systems. We are very early on in learning about this product but we are going to explore this and see where it goes and how much it costs.</p> <p>CRM Recruit per CTO Griffin work continues on "the flip" which is moving from on-Prem (on premises) to the Cloud. More to come on this.</p> <p>Degree Works no update</p> <p>CRM Advise: Per Kristen Whittaker, in October the first mass communication sent out of CRM Advise was highly successful. The message was specific for students at each college who had not submitted and completed a comprehensive SEP. During the three weeks this message was sent, over 300 SCPCs were completed in 15 working days.</p> <p>Apps Services is now looking at doing other communications. They are currently working with PRMG to get financial aid communications into Advise and also looking to do some EBCAN communication. David Reed and Kristen Whittaker are also talking with Guided Pathways to start developing additional communications in Advise.</p> <p>A real benefit of Advise is it focuses on registered students with very targeted messaging.</p> <p>Discussion ensued regarding texting and CRM Advise. Texting is a future feature of Advise but the District first needs to implement the texting policy.</p>	
9.	<p>District ITS News/Updates <i>Information:</i></p> <p>CTO Griffin provided update.</p> <p>a. Accessibility Taskforce (Workgroup) The first meeting of the workgroup will take place on November 15 at 2pm. Thanks to all who carved out room for that in their schedules.</p> <p>b. Cyber Security Training Cyber security training begins in December. It is an annual and required training conducted by Kennan Safe Schools that ticks several compliance boxes and also reduces our cyber security deductible by half. This training is required for all employees.</p>	

	<p>District ITS News/Updates (cont'd)</p> <p>c. Common Course Numbering CTO Griffin and Vice Chancellor Fleischer-Rowland presented</p> <p>State requirement AB1111 requires courses have common numbering from one college to another with curriculum that follows that. Phase I starts with six classes system wide. They are all on the board agenda for approval. The issue for ITS is with Banner. The state chose five characters and our course numbers only have four characters. Ellucian (maker of Banner) is currently rolling a solution out to use. Part of that rollout started on November 2 when we did our quarterly updates for Financial Aid and other sub-systems within Banner.</p> <p>Ellucian ins under the gun right now to get this finished by Spring 2025. Feedback across the community college system is that Ellucian's plan is not sufficient. This new numbering system will impact every student facing report or screen from Degree Works to transcripts. In addition to Banner upgrades as we will need to show the new number, not the old four-digit number.</p> <p>d. Upcoming Projects in the Pipeline CTO Griffin presented</p> <p>There is a lot of discussion on the Compressed Calendar and expect more to come on that.</p> <p>Shout out to Apps Services as they are currently working on 111 projects in their queue and we will keep this committee informed on the progress of these projects as appropriate.</p> <p>In October, as part of Cyber Security Month, we discussed doing your network password as a self-service instead of needing to call the HelpDesk. Expect to see a series of at least three emails from CTO Griffin about this. We will pride reminders about these emails so they are not confused for phishing. Being able to change your password on your on will be helpful should you get locked out during the night.</p>	
10.	<p>College Technology Committees News/Updates <i>Information</i></p> <p>a. Chabot College: Chabot Instructions Services & Technology November 12, 2024 Meeting minutes</p> <p></p> <p>Nov 12, 2024 IST Minutes.pdf</p>	

	<p>College Technology Committees News/Updates (cont'd)</p> <p>b. Las Positas College Tim Druley and CTO Griffin suggested linking the LPC Technology Committee minutes to the TCC minutes here:</p> <p> TechnologyCommitteeMeetingAgenda_</p>	
11.	<p>Good of the Order <i>Discussion:</i></p> <p>Tim Druley mentioned a new federal law that goes into effect on January 2025. As webmaster for LPC, he needs to add a footer on every page of LPC website about materials cost and asked where he could find the data. The information needs to be associated to the course and has to list total cost. He has been attempting to work with Follett on this but the experience has left much to be desired. There were several suggestions however, Rachel Ugale said Academic Services enters that information using codes not actual costs but could be a good resource and Kat King mentioned VP Ho has reached out to Follett requesting how to get that information and Kat will loop Tim in once they receive a response.</p> <p>Christy Davis also informed the committee that this new law does have a graduated start time. On the Chabot side, cost of materials is displayed on a link from the online schedule. That link takes them to the materials being adopted by faculty. Now when students click on that link, they're taken to the Barnes & Noble bookstore. This allows Chabot to meet the minimum percentages on a lot of this by having those links in place.</p> <p>Some materials costs like class specific materials (lab coats, photography supplies, etc.) are not sold by Barnes & Noble bookstore so Chabot is still working to figure that piece out.</p>	
	<p>Cathy Gould moved to adjourn Nathaniel Rice seconded Meeting adjourned at 9:54 a.m.</p> <p>Future Fall 2024 Meetings: Dec 13 Future Spring 2025 Meetings: Feb 7, March 14, April TBD, May 9</p>	