Chabot-Las Positas Community College District
Technology Coordinating Committee (TCC)
Meeting Notes
October 9, 2015

Chairs:

Jeannine Methe	Norman Buchwald	Scott Vigallon
Chief Technology Officer	Faculty Chair	Classified Chair

Core Representatives:

Tim Dave	Don Miller **(absent)**	Ken Agustin	
Chabot VP or Delegate	Las Positas VP or Delegate	Network Systems and Services Manager	
Mike Seaton	Steve Gunderson	Norman Buchwald	Lisa Ulibarri
Senior Instructional Network Systems Specialist	Senior Instructional Network Systems Specialist	Chabot Faculty Senate	Chabot Faculty Senate
Ruth Hanna	Vacant	Debbie Fields **(absent)**	
Las Positas Faculty Senate	Las Positas Faculty Senate	Faculty Association	
Minta Winsor	Scott Vigallon	Rachel Ugale	Vacant
Chabot Classified Senate	Las Positas Classified Senate	District Classified Senate	SEIU
Vacant	Vacant		
Student Senate, Chabot	Associated Students, Las Positas		

Guest: Wing Kam

1. **General Business**

   A LPC Faculty Senate representative and & a Classified SEIU representative are still needed for this committee. Ruth Hanna asked that a request be put out for the faculty representative. Rachel Ugale will follow up on finding a SEIU representative.

   An email was sent out asking for approval on the 4/10/15 minutes but no replies were received. During the meeting, Norman Buchwald made a motion to approve and Ruth Hanna seconded. The minutes were approved unanimously. The 5/8/15 minutes had corrections and the minutes were put back out for a vote. Norman made a motion to approve and Ruth seconded. The minutes were approved unanimously. The group then reviewed the 9/11/15 minutes online. Norman made a motion to approve and Ken Agustin seconded.

2. **2015 Final Update to Current Technology Plan**

   Jeannine Methe mentioned that on the Technology Services page on the CLPCCD website, all the technology plans have been posted. A chronology of technology plans was provided to the visiting team. A link to the final technology plan will also be posted on the TCC webpage.

3. **Accreditation 2015**

Scott Vigallon asked if there was any plan to for integrating instructional technology into existing planning processes. He was asked by an accreditor for a strategic plan for distance ed, and although they haven't done a strategic plan in a while, they've been consistently doing program reviews that includes goals. Steve Gunderson said he hoped with Jim Gioia as LPC Technology Committee chair and moving toward a five-year plan, is talking about framework and goals, gathering information and identifying areas to include in subsequent plans. Scott asked how the technology plan would fit into the current planning processes that revolve around program review. Steve said there would be pieces of the plan that would go into different pieces of the planning processes such as Resource Allocation and Institutional Effectiveness. Jeannine said instructional technology could be included in the five-year technology plan, but where the colleges do program review, the district does not. The technology plan is the program review vehicle to do assessment and set goals. Steve also mentioned that the use of the term "instructional technology" needs to be made clearer, as it means different things to different people. There needs to be language that identifies the different aspects that make up instructional technology. Scott said he wanted to avoid duplication of effort, as some of the information that would go into program reviews might also go into the technology plan. Steve said he hoped for better communication so there is less overlap. Jeannine said the TCC could help the college technology committees work toward this.

Norm said during interviews he heard that the visiting team was very impressed by the work of the COOL committee at Chabot. A recommendation related to technology was that committee websites, specifically minutes, need to be kept up-to-date. Wing said that the archived minutes need to be cleaned up and the process needs to be improved. Going forward, a mechanism needs to be formed for users to easily maintain these websites. Jeannine said at LPC it seems like the visiting team had to visit too many places online and maybe we need to find a way to put all these information together to make it easier for subsequent accreditation visits. Norm said the team seemed to be asking for documents that were posted online, and supported the idea of putting these things in some kind of central repository. Ruth suggested it might be more helpful having a running summary of discussions instead of reviewing individual sets of minutes. Jeannine said this is the direction things are moving.

Norm said there was also a recommendation to integrate total cost of ownership with facilities and planning. Jeannine said that cost of ownership doesn't currently include the cost of internal labor, which is an issue for M&O. For equipment, there are formulas that estimate the costs of manual labor. Steve said TCO is used to identify what resources are available, and it needs to start with the district.

4.   **State's Online Education Initiative**

Scott said according to the OEI, on September 18, the first group of eight pilot colleges are teaching a total of 24 classes in Canvas. The other 16 colleges that are piloting online tutoring and the online readiness modules are in the Canvas implementation process and will begin teaching with Canvas in January.

The first group of eight pilot colleges are coming to agreement and beginning the functional requirements for the business processes that will make the Course Exchange work.

The OEI has been training counselors on how to counsel online students and are underway to determine an online platform to connect counselors with students. Online counseling is supposed to begin Spring 2016.

According to OEI Executive Director Pat James on September 24, the money the OEI is receiving is intended to be ongoing at the $10 million per-year grant. At the present time, the initiative can pay for all colleges through 2018-19, including support services. It will be requesting additional funds to keep the full-cost coverage beyond the 2018-19 academic year. If the increase is not granted, and OEI funding levels stay as they are now, the grant can pay for two-thirds of the cost of Canvas based on ongoing funding levels. So, if a college does have to pay in 2019-20, the OEI anticipates that it will be a fraction of what it would otherwise cost. If the funding for OEI is eliminated, the colleges will have to assume the cost, and they will know in advance of signing the implementation agreement what it would be.

For those concerned that the OEI will take FTES away from a college, the OEI says all of the colleges that will be piloting the OEI Course Exchange will be offering classes in the Exchange as well as having students participate in the Exchange. There is an opportunity to gain FTES while providing courses to students that they need to complete their goals. The OEI expects the student need to level out the Exchange use across colleges, and the pilot will be the place to test that out.

Regarding a possible concern that students will take all their courses online from multiple schools, the OEI says students will be encouraged to only take classes from the Exchange when they are missing a class or two that would allow them to complete in a timely way. A student will be limited to two exchange classes per term during the pilot. After that, the consortium (colleges in the pilot) will decide if there is a limit and what it should be. The Exchange will also recognize unit residency requirements for the granting of degrees and other considerations that may restrict whether a student is able to take classes in the Exchange.

Ruth wanted to know if students would be informed if a local class was full, to take the class through the exchange. Distance ed was created for students who were unable to take classes in person, but now students are taking online courses out of convenience. There should be a consideration to opening more sections before directing students to the exchange. Rachel Ugale said that the student information systems across the colleges in the exchange would need to be able to communicate with one another in order for such a notification to occur.

5.   **Forms Generation Software**

Jeannine said the group agreed to wait until after Accreditation to form the task force for forms generation. Norm said he has mentioned this topic in the college technology committee and will continue to do so. Jeannine said she knows this is also the case for Las Positas, so she will put out information to solicit individuals to serve on this task force.

6.   **Web Content Management System - LPC Webmaster, Selection Subcommittee**

Jeannine said it was announced at LPC's technology committee that a webmaster has been selected and is going to Board on October 20. This task force would begin to meet once this person starts. The three webmasters are expected to participate. Someone from ITS will also

be identified to be on the task force. The recordings of the demos done to date will be shared with the new LPC webmaster and also the district webmaster. Wing added that anyone who will participate on this task force should begin thinking about features they'd like to see in a web content management system, and to think about what people are currently doing to update webpages. This will help pinpoint questions to identify which vendors to review. LPC already has a list, which will provide a starting point.

7. **One-Time 2015-2016 Innovation Funds - Technology Projects Approved**

Jeannine gave a brief overview of what was submitted for innovation funding. The $1.8 million was distributed through the BAM. Chabot received $858,947, LPC received $598,872, the district office received $188,640 and M&O received $153,540. For technology, Chabot has put in for money for the web content management system and was approved. LPC put in for money for the same purpose, but also to get a redesign of the website. Scott asked if the monies were combined. Jeannine clarified that for LPC, the redesign was separate from the CMS. Chabot also asked for funding for wiring around campus. The district received funding for the update of the student portal, and also for training of staff for the upcoming update of Banner.

Scott asked, since innovation funding is one-time, if there has been any discussion about the cost of maintenance of the CMS. Jeannine this this hasn't been discussed as of yet, and will depend on the cost of the system selected and number of years of support at the time of purchase. Scott also asked if the CMS will be hosted locally or cloud-based. Jeannine said this would be up to the task force and the system they select. Wing said the first year includes most of the up-front cost of the license. He added that we could have an installation that serves all three sites, and still maintain individuality. Additionally, a cloud-based system such as Amazon would save on the cost of maintaining hardware locally.

8. **Software Training - online lynda.com and onsite Outlook training by ITS**

Jeannine said that information about accessing lynda.com would be re-sent to the colleges, along with having information posted on the college websites. Norm said that there was a need for more short, on-demand type tutorials, so this information needs to be shared. Jeannine said that Katherine Tollefsen and Amanda Pisani have done training, and an outside vendor was also brought in to do training. Ongoing training will be made available during flex days as well.

9. **Other - Banner Document Management System**

This item will be discussed at the November meeting.