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Technology Coordinating Committee
March 11, 2016

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Present: Chasity Whiteside, Norm Buchwald, Scott Vigallon, Debbie Fields, Wing Kam, Steve Gunderson, Jeannine Methe, Rachel Ugale, Mike Seaton (CCC Confer), Ruth Hanna (CCC Confer)

Absent: Minta Winsor

General Business

Chasity Whiteside is representing Chabot Classified Senate. Minta Winsor is now the SEIU representative. Norm Buchwald is still working on getting a Chabot student rep. Scott Vigallon has been trying but hasn't been able to get a LPC rep.

Status of TCC Technology Initiatives

Web Content Management System

Wing Kam said user testing was done with TERMINALFOUR last Wednesday and next will be OmniUpdate, next Wednesday. A cursory look at the feedback shows there are pros and cons with t4. The task force seems to be leaning toward online hosting. Norm Buchwald added they looked at systems in December and over the break. There was third vendor, LiveWhale. The demonstrations were two hours each, including training to go behind the scenes. Wing Kam and Tim Druley are working on final scoring criteria. Tim Druley said he sent out his sandboxes to his group yesterday and is waiting for feedback. Jeannine Methe said the Web CMS task force is scheduled to meet March 22 and will be drafting a final recommendation. She also hopes the group will know what the budget is in order to get this on the Board agenda. Wing Kam said he hopes there is some room for flexibility. Jeannine Methe hopes to have a negotiated contract for the April meeting, but if not, it can go to the May meeting.

State's "Online Education Initiative" (OEI)

Jeannine Methe said a lot of time was spent on gathering information about the OEI from the State Chancellor's Office in December. After the break, the group began meeting weekly and they've viewed a demo of Canvas. The OEI task force has been given the opportunity to get answers to their questions. It doesn't appear that Canvas can't do anything that Blackboard currently does. They invited Steve Klein from the State Chancellor's Office who is working with the OEI to talk about which colleges have made the decision to migrate and how that has been done. Currently there are 59 colleges that have decided to migrate to Canvas. Steve Klein made it clear that Turnitin is not part of the Canvas product but we will work with the Foundation to get the tool. There will be some cost to that, but it should be small. In terms of licensing and cost, it can be

purchased globally or selectively by discipline. Training will be offered through several vehicles. Canvas can provide training for faculty, DE coordinators, and any help desk personnel. Training will also be available through @ONE. The colleges will decide what they need. Additional training can be contracted directly through the vendor. Scott Vigallon said the @ONE training will take a lot more time. Jeannine Methe added that there is a conversion tool for bringing Blackboard classes into the system. Colleges can also contract for help doing any outstanding conversions, although Steve Klein said no schools have opted for that as yet. Demos have been done for the DE coordinators. The remaining work is to reach out to the colleges that have decided to migrate and come up with a recommendation in April. Jeannine added that there has been some confusion about the State requirement and local activities. The OEI task force is making the recommendation for what will be the best approach for adopting Canvas to the Chancellor. She also clarified that a decision has not been made. Norm Buchwald said there was a concern that the OEI task force wasn't following the main principles of the charter with respect to comparisons between Blackboard and Canvas and other things that were supposed to be investigated with Canvas. There was a feeling that the decision seems to already have been made that we are going to go to Canvas. The OEI task force needs to do its work first otherwise shared governance isn't taking place. Jeannine Methe said this issue has been discussed with the Chancellor and the OEI task force will continue to do its work to make its recommendation. The recommendation will go to the Faculty Senates and then to the Chancellor. The process for the course exchange is still being determined. Scott Vigallon said the Faculty Senate President at LPC approached him regarding the resolution passed by Chabot's Faculty Senate. LPC chose not to pass the same resolution and instead are waiting for the OEI task force to do the tasks in the charter. Lisa Ulibarri said the Chabot faculty are not aware of the April deadline and thinks we should consider extending that deadline. Jeannine Methe said we should proceed based on what we know and make a recommendation at that point. Scott Vigallon added that the OEI is planning to add an accessibility testing tool, an early alert tool and a plagiarism tool. Canvas has an 800 number for faculty and students to call for support on nights and weekends. During the day, the colleges will be the first line of support, and after hours, people can call the 800 number for assistance. There has also been some clarification that the colleges can determine their timeline for implementation. Additionally, there will be no archiving of courses; they will remain on Canvas indefinitely. The only quota is a 500MB per user quota which is really for students. Ruth Hanna said she tested this and took one of her current courses, exported it from Blackboard, and tried to import it into Canvas. She received a message that there was a 250MB limit. Her course was 1.8GB. Jeannine Methe suspects that the version that is available online is different than what the colleges will have access to.

Forms Generation Software (includes workflow & online approval)

Jeannine Methe said this group hadn't started yet to allow time to see if the chosen web CMS system could handle forms generation, but it doesn't appear the systems are

robust enough to handle it, so this task force will proceed. Norm Buchwald said the process for technology requests or new email requests is convoluted and there is hope that this task force will help resolve these issues. Lisa Ulibarri said there is a problem with faculty starting their classes before they have email addresses. Tim Dave added that this poses problems for faculty needing to communicate with their students and there needs to be more rapid ability to get access. Jeannine Methe clarified that HR needs to put the faculty into the system before that can happen. Tim Dave said even when faculty are in the system they haven't had access to email and it's a problem when they still don't have access as of the first day of school. Chasity Whiteside explained the issue further, saying once the employee is approved by HR, an email needs to be automatically generated. Once they have a W number, they should have an email address created automatically. She said this is an issue with faculty who are put into the system closer to the start of school. Jeannine Methe said this would be looked into with HR. Wing Kam said putting forms like this online means that you will be able to track and follow up on the status of things. Jeannine Methe said this task force will start after the Web CMS has concluded, and will start in April or May. Chasity Whiteside suggested adding different levels of users, if this hasn't already been looked at.

Wing Kam added that the forms feature on t4 is more mature than what is available through OmniUpdate, but it's not ready for what we need it to do. At best, it's like Google forms.

New Bond

Jeannine Methe said a new bond measure is in the works for the June election. There is a concern with the current bond ending and needing to shift to instructional equipment money moving forward. The new bond is for $950 million. $598 million comes from the facilities plan developed in 2012. The current allocation for technology under the current bond was used for the new bond and there will be a new 5-year technology plan to detail what will be covered.

Framework for Future Technology Plan

Steve Gunderson presented a technology framework, describing the methodology for its development, scope, the current state of technology to be used as a baseline, and input from the college community. Additionally, this framework includes how to evaluate emerging technologies and solutions, recommendations, goals and planning. Lastly, this framework will look at resources and responsibilities, and after that's all been identified, defining the next steps. After the presentation, the group discussed how to use this to create a plan and have it be a living document. Jeannine Methe explained that the deliverables to come from this are the technology plan, the program reviews at the colleges, and the funding. Wing Kam asked for clarification when the cost to maintain some technology items fluctuates from year to year based on the needs of the users. Jeannine Methe said this is where the budget piece needs to coincide with the plan and the program reviews. This will be built upon in future meetings.

Other

Chasity Whiteside asked for an update on R25. Jeannine Methe said she would be sharing some information on this system with the Vice Presidents and there will be an update at the next meeting.