

Technology Coordinating Committee
May 13, 2016

Attended: Chasity Whiteside, Norm Buchwald, Scott Vigallon, Ruth Hanna, Steve Gunderson, Mike Seaton, Jeannine Methe, Ken Agustin, Rachel Ugale, Tim Druley (CCC Confer), Don Miller (CCC Confer), Wing Kam (CCC Confer), Minta Winsor (CCC Confer)

Absent: Debbie Fields, Lisa Ulibarri

Status of TCC Technology Initiatives

Web Content Management System

Jeannine Methe shared that the Board approved the purchase of OmniUpdate on April 19. The group chose to go with the cloud option. The contracts were signed this week. A contact person has been established and the funding has been secured. She expects that they'll begin this process this week. During the summer, the webmasters will work with OmniUpdate to have everything ready, and an announcement will be made in the fall when it is available.

Web Redesign for websites

Jeannine Methe said that Tim Druley and Wing Kam have been working with Guisselle Nunez to find a vendor for redesign and they've selected Kyle Ogden. Tim Druley added that he spoke with Kyle Ogden to get a feel for what his experience was with web development. He asked around LPC and got really good feedback. Kyle Ogden has an existing relationship with the District and colleges, which helped make the decision to use him for the redesign. Wing Kam said the plan is to look at the different sites that have the highest visibility that affect the biggest population, which is the students. It narrows down to everything in the Student Services department. He is using Financial Aid as a starting point. He added that the webmasters will work with Guisselle Nunez and Kyle Ogden to figure out templates, look and feel, and then work with the web advisory groups. Tim Druley said the LPC group is planning on on the Admissions group. Like Wing Kam, he'll also be focusing on content, and sharing templates with the LPC web advisory group. Jeannine Methe added that the District Office website will also be updated by Guisselle Nunez and the District webmaster.

CollegeNet 25 Live for Room Scheduling

Jeannine Methe said the contract went in effective May. Funding has been secured from the colleges. She is in the process of putting the PO together. She will work with Administrative and Academic Services to determine when a good time would be for all to start getting the vendor on site to do implementation and training. Chasity Whiteside asked for clarification with regard to the Academic Services data, if there would be any

change for the schedulers on their end. Jeannine Methe said Banner is the source system which gets fed into 25Live. The schedulers will be able to do room changes or run simulations and any changes would feed back into Banner. Events outside of academic scheduling will reside solely in 25Live. All users will be able to see data in 25Live without looking at Banner/CLASS-Web.

State's "Online Education Initiative" (OEI)

Jeannine Methe said on Monday, the recommendation was issued to the OEI task force members who sent it to their constituents. Scott Vigallon added that he and Ruth Hanna participated in a discussion with LPC's Academic Senate. At their next meeting, they will vote on whether or not to approve the recommendation. Jeannine Methe said the recommendation was based on information they had to date. Minta Winsor said there is a lot of discussion happening at Chabot in various committees on this topic and there would be much more discussion to follow.

Forms Generation Software (includes workflow & online approval)

Jeannine Methe said the group needs to be formed and she would like to have the TCC talk to the Technology Committees in the fall about participating on the task force. Chasity Whiteside will represent the administrative assistants in addition to a Student Services representative. Jeannine Methe said she would contact the initial members over the summer. Don Miller said there are faculty who may be interested at LPC and will be available during the summer. He recommended having faculty represented as their relevant forms are negotiated. Jeannine Methe said no faculty forms would be changed without consulting with the CLPFA.

Scott Vigallon asked if there was any update on the discussion regarding document management. The group discussed what this type of system entails. Chasity Whiteside suggested this type of system should have a way to maintain versions of documents to have access to a history of those documents. Rachel Ugale said there is a system called Confluence that allows for document collaboration. Steve Gunderson suggested that forms generation is a piece of a larger system that is needed for managing documents.

Minta Winsor asked, since this task force would not be focusing on Banner forms, what the venue would be for being able to convert those forms to an electronic format. Jeannine Methe explained that the College and District Business Services offices are looking at how to do things like requisitions in pieces and will update the group when she knows of a timeline. Timesheets are on the HR project list for ITS but no timeline has been identified for getting this done. Don Miller said he would appreciate a conversation about automating timesheets as they are time consuming to review and sign each month. Minta Winsor added that purchase requisitions are very difficult to track.

Jeannine Methe asked the group if the two topics should be looked at together in parallel. The group decided to look at forms generation and document management together and decide in the fall if they need to be looked at separately.

Framework for Future Technology Plan

Jeannine Methe said the presentation made to the TCC about the framework for writing a five-year technology plan has also been made to the LPC Technology Committee this semester. In the fall, the presentation will be made at the Chabot Technology Committee. The presentation is posted online.

College Audio Visual Standards/Video Conferencing

Steve Gunderson said the new academic building coming online at LPC has been used as a way to define a new AV standard. Mike Seaton has been looking at technologies as well. They are looking at the most cost effective way to get AV standards to the next level. They will be testing equipment during the summer and looking at proof of concept. They hope to have information to share when the group reconvenes in the fall. Mike Seaton added that the videoconferencing system is about 95% up and running. Steve Gunderson said he would be doing videoconferencing installs for Middle College this summer.

Chasity Whiteside asked about the ability to stream Board meetings. Jeannine Methe said the venues used for the Board meetings aren't set up for this and to do so would be a decision that is made at a higher level.

Scantron technology for student surveys

Jeannine Methe said ITS has looked at new models of Scantron machines and is working on getting them replaced. The current form being used for the survey will need to be modified to work with the new hardware. Rachel Ugale added that one of the options being looked at included an online component. Jeannine Methe said this wasn't worth the cost for what it does. Scott Vigallon asked if this could be incorporated into a course management system. Jeannine Methe said it didn't do that.

Software Training models

Jeannine Methe said that a reminder would be sent at the beginning of the term to remind people to use Lynda.com. Scott Vigallon said that the Professional Learning Network has been launched where faculty and staff can get training. They are also looking getting an agreement for people to use Lynda.com. Jeannine Methe said she would put the link to the Professional Learning Network on the TCC website and asked the webmasters to also put it on the College websites. Tim Druley said he was already planning to put it on the Staff and Faculty page of the LPC website. Minta Winsor will also post it to the faculty resource page on their website.

Jeannine Methe mentioned that the LPC Technology Committee suggested a link to the OEI task force recommendation be put on their webpage. Jeannine Methe asked that the link also be put on the Chabot Technology Committee's website as well as the distance ed websites.