

TCC 12/9/16

Don Carlson (CCC Confer), Tim Druley (CCC Confer), Steve Gunderson, Ruth Hanna (CCC Confer), Wing Kam (CCC Confer), Bill Komanetsky, Char Perlas, Mike Seaton, Rachel Ugale, Lisa Ulibarri, Scott Vigallon, Chasity Whiteside, Minta Winsor

General Business

Chasity Whiteside has agreed to be the new classified co-chair for TCC. Bill Komanetsky is the new faculty representative from LPC. An LPC student is still needed from LPC. Ruth Hanna said she would help recruit a student.

Debbie Fields moved to approve minutes from 12/11/15, 3/11/16, 4/8/16 and 5/13/16. Minta Winsor seconded. The minutes were unanimously approved.

Status of TCC Technology Initiatives:

Web Content Management System - OmniUpdate

Jeannine Methe reported that IT and the webmasters have been working together to install OmniUpdate. All the cloud servers are up and the vendor has installed their software. The webmasters have been working on templates and developing a timeline that they will release to the colleges.

Steve Gunderson reported that in the first week of December, Omni finished installing what was needed for the SaaS platform. The system is at a point where testing for authentication can occur. Next week IT and the webmasters will have a discussion on how to migrate Chabot content.

Mike Seaton added that the goal would be to move the whole site over at one time.

Tim Druley said he and Wing have been in contact with Omni. Chabot has their template files. Tim has sent his template files to Omni this week and will set up their meeting next week to go over next steps.

Wing Kam said at Chabot, the template design has been finalized and locked down. A kickoff meeting is being scheduled to see how template building works. Everything is on the new server.

Debbie Fields asked about OmniUpdate training and the possibility of including this in the flex day schedule. Steve said there needs to be some verification before that can be decided. Tim said the faculty sites for the next few months will stay in their current location so no training will be needed. A&R will go first as most of the audience visits that site. Training material will be put online and will be discussed in staff development. Debbie said that if training doesn't occur

until the Fall, it will be too late for faculty who want to get their sites updated for the new semester.

Wing added that Chabot is in the same situation. Student-facing content will be updated first. The faculty content needs to be reviewed and he'd also like to meet with Minta to talk about how Blackboard/Canvas are used for loading instructional content. It may not be until Fall or later that training occurs.

Ruth asked for clarification that the URLs would be kept the same after content is migrated. Steve said the old box would be kept up and everything would stay live until a decision is made about how to deal with the content.

State's "Online Education Initiative" (OEI)

Jeannine read Scott's report. He said 103 courses have been requested to date on Canvas and there will be 37 instructors teaching in Canvas for Spring 2017. All Spring and Summer 2016 LPC courses have been migrated over to Canvas from Blackboard by the vendor. Email was sent November 8th to Spring 2017 Canvas instructors requesting courses be cleaned up via "White Glove" service. To date, eight Spring 2017 and one Fall 2017 class were requested to use that service. Toby Bielawski, Vicki Austin and Terri Donat have been selected as mentors beginning in Spring 2017, providing workshops, online help, and on-demand help. The Academic Senate has endorsed the DE committee's recommendation to pursue Vericite. The District will fund Vericite. Blackboard has given him permission to bring over content from SafeAssign. LPC has also purchased a license to use NetTutor. LPC has also purchased Cranium Cafe which is a video counseling system.

Debbie asked if remote test proctoring is being discussed. Bill will be piloting Proctorio and documenting the process and results.

Minta asked if for the Spring semester, is there a limit for faculty to request sites. Some faculty at Chabot are under the impression that only certain faculty would be able to use Canvas for Summer. Jeannine responded saying there was a limit, but the District funded an annual subscription for training webinars for all faculty. LPC did originally try to manage the number of faculty doing training when the onsite training began, there were two days of training that covered 40 people. Minta wanted to know if there was a distinction being made for faculty requesting sites regardless of whether or not they do training. Jeannine said the MOU provides compensation. Those may be the same faculty being trained. Anyone can get trained, but not everyone may get a course for the term. Debbie said the same confusion existed at LPC.

Jeannine reported that Shibboleth, used for single sign on, would be done during the Summer. She also reviewed the implementation documentation for Canvas. Not included on the document is the request for a Canvas representative on site during Flex Day. Bill said in case LPC can't get a Canvas representative, the mentors would be available to meet with faculty. He added that the faculty are excited to begin using the technology.

Forms Generation Software (includes workflow & online approval)

Jeannine reviewed the members of the group and their charge. The group will begin their work in the new year.

CollegeNet 25 Live for Room Scheduling

Jeannine reviewed what has already been done in preparation for 25Live. The vendor will come onsite for three days and train on events first. Academic Services will be trained at a later time. A timeline is being established with the vice presidents. Chasity asked what the timeline would be for implementation beyond the three-day onsite training. Jeannine said it could be done remotely if more time is needed. Chasity requested a demo so she can be better prepared for the training. Jeannine said it may not be possible to do a demo in advance. Chasity was concerned that it would be difficult to make decisions without a demo of the product in advance. She said she preferred to do a demo, before proceeding with training.

Everbridge Alert System – Banner interface for emails & cell phones

Jeannine reported that the Everbridge alert system was set to come up on January 3. It will interface with Banner and send student and staff emails to this system. Students and staff can also provide their mobile phone numbers.

Ellucian Software for Student Success & Retention – Recruit and CRM Advise Modules

Jeannine said ITS in the process of installing Recruit and have it up in time for the start of Summer/Fall registration. Advise is targeted to become available in the Fall.

Technology Planning for Measure A Bond – Align with Facilities Plan, New Technology Plan for Measure A & Banner/Third Party Products, Priority on WiFi, Distributed Antenna System (DAS), Cell phone coverage, Phone Systems

Steve reported that discussions had occurred across the District and developed a framework to talk about a number of items. Since Measure A was passed, we need to start thinking of higher-level projects like wifi and cellular coverage. Facilities feedback is being collected to help prioritize these projects. Also, as the different buildings are being identified for different work being done through Measure A, separate planning occurs for those projects. Mike added that standards have changed since the first bond measure projects were completed. Ken said his focus would be on server and network upgrades.

Banner User Groups (BUG) Meetings for Financial Aid, Student, HR/Payroll, and Finance

Jeannine reported that the Banner User Groups are regularly meeting for all the modules in Banner.

Video Conferencing – Evaluation of Zoom for office meetings?

Jeannine said she would be investigating this as a potential replacement for CCC Confer. Steve said Zoom and other products like it are cloud-based and have more advanced capabilities than CCC Confer. Minta mentioned that she heard there were some accessibility issues using Zoom.

Annual 2016 Assessment of Technology Coordinating Committee – initiatives addressed, KPIs, and new technology priorities for 2017

Jeannine reminded the group that assessment needed to be done, along with identifying future initiatives.