



**Chabot-Las Positas Community College District  
Technology Coordinating Committee  
District Office Conference Room 1  
Friday, March 9, 2018, 9:00 AM – 10:30 AM**

## ***DRAFT MEETING MINUTES***

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**Members Attended:** Ken Agustin, Don Carlson (ConferZoom), Ronald Coleman, Tim Druley, Steve Gunderson, Bill Komanetsky, Jeannine Methe, Rachel Ugale, Lisa Ulibarri, Scott Vigallon, Chasity Whiteside, Minta Winsor

**Absent:** Wing Kam, Char Perlas, Mike Seaton

**Guests:** Cathy Gould, Nolan Howe, Eric Stricklen

### **General Business**

Bill Komanetsky introduced Ronald Coleman as the new Las Positas student representative.

The group reviewed the December 8, 2017 minutes. Bill made a motion to approve, Chasity Whiteside seconded. The minutes were approved with one abstention (Coleman).

The group reviewed the February 9, 2018 minutes. Bill made a motion to approve, Tim Druley seconded. The minutes were approved with two abstentions (Whiteside & Winsor).

### **Follett Bookstore Discover**

Nolan Howe, manager of the Las Positas College Bookstore, reported that they partnered with the college last year and implemented three-quarters of Follett Discover. It allows for the submission of adoption information within the LMS and it also integrates with CLASS-Web so students can see the books that are associated with each class as part of the compliance with federal guidelines so students know the total cost of attendance. They can port over to the Follett site to purchase their books. The fourth part which hasn't been installed is for student access, linked within Canvas for students to be able to receive their digital materials directly after purchase or go out and purchase those materials. When Follett Adopt was installed, it was done as an app within a class shell and limits the number of faculty who can use it. He was hoping to discuss ways to make it available to more faculty. He understands there are some complications with that, but it is possible if the fourth portion is installed, then it is possible to

move the link for Follett Adopt from an app within the class to a link on the homepage and if the user clicks on it, it will know if that person is a student or faculty, routing them to the appropriate place. The other option is creating shells for all classes automatically but with that, there is a timing issue, as the faculty need to have access and the adoption deadline is April 15. The goal is to make the tool available to as many faculty as possible. So far the feedback has been positive. It's an online shopping way to find materials. There is a way to see what materials are being used at other colleges. The student access portion eliminates way we currently do access codes. With this system, the materials are made available immediately after purchase in the student's account.

Scott Vigallon asked Nolan to clarify what he mentioned in a prior meeting, that faculty didn't need a course shell, but simply a shell to access this feature. Nolan said he Follett would need to confirm, but his understanding was that faculty were currently submitting adoptions for Fall in their current Spring course shells. Scott asked if this meant that faculty can go into any course in Canvas and put in requests for other courses. If so, Eric has set up a sandbox for every faculty member, and maybe faculty can use this to request materials for any course. Nolan said he understood that course data was coming from Banner and not from Canvas, so as long as faculty have access to the link, they can use that to make their requests, as they only need access to Follett Discover. Scott said the problem may be solved, then, by using the sandboxes and the faculty would just need to be informed of this.

Jeannine Methe reiterated the issues that were under discussion. First, Nolan wants all faculty to get to everything and the sandbox could be used to solve that problem. Secondly, you want all students to have access to Canvas and not just the ones who are taking a class with a course shell. We would need to make sure all the DE committees, Technology Committees, faculty and students are in agreement with all of this. This means the new practice would be that everybody has access to Canvas. Nolan clarified that a student who is not taking a course in Canvas would only need to access Canvas to get to their digital materials.

Jeannine asked Ronald for his opinion. Ronald said he thought this was a positive move, and students would benefit from having everything available in Canvas instead of having to stand in a long line at the Bookstore. He's used to all of his textbooks being digital and avoids physical copies of books if he can. Jeannine asked if going to ASLPC would be a good way to get feedback, and Ronald responded yes.

Jeannine added that this doesn't affect Chabot, since they aren't a Follett campus, but Canvas is used by both colleges, but if something goes on the homepage, everybody might see it. Eric clarified that the homepages are controlled by the Canvas administrators and links can be college-specific. Scott said no links have been put on the dashboard, but he was thinking an icon can be placed on the global navigation that would be specific to Las Positas. The app would need to be removed from the course.

Jeannine added that access to the Bookstore is currently through CLASS-Web and asked if these changes would affect that. Nolan said that feature would stay. Students would still be able to

see the price of their textbooks and would still be able to purchase using the links to the Bookstore. Their materials would then be available through Canvas. Eric said because of the requirement, the information on CLASS-Web would need to remain there. Minta also wanted clarification on whether students and faculty could still order their books by going to the bookstore websites through CLASS-Web. Jeannine wanted to make sure this didn't change the process on the ITS side. Eric said there have been emails going back and forth and right now he doesn't think the current method would change. Minta said about 50% of all classes are in a learning management system. It would be difficult to direct all faculty to go into Canvas to order books. Eric clarified that the Canvas upload might need to change, but the Follett upload wouldn't change. It may require students to have an account, but they may not need to be enrolled in a Canvas course.

Nolan said his understanding is that students would need to authenticate as students by logging onto Canvas, and then they would have a link to take them to Follett. Jeannine asked Minta if she would want all Chabot students put into Canvas. Minta said this is a separate discussion. Eric clarified that all students from one campus could automatically be put into Canvas, and not the other campus, if this is done by enrollment.

Jeannine summarized the discussion thus far, saying that if LPC decides to proceed, it would be for all students on Canvas for LPC, and Chabot would remain status quo, although this could change if and when Chabot was ready to go down the same road.

Jeannine asked Scott to explain how this affects merged courses. Scott explained that if the sandbox is used, it solves part of the problem, as there won't be a need to create a Canvas shell for every course. However, there are benefits to creating Canvas shells for every course. It takes Scott, Minta & Lisa out of the equation, having to approve every single course and having to recode every single merged course. The drawbacks are the FERPA issue, when courses are merged, students should not be able to see students in other courses. There has been discussion about a technical solution so faculty don't have to make any changes. There has also been discussion in the LPC DE Committee about cross-listed courses where faculty want students to be able to see and communicate with students in the cross-listed courses. The solutions aren't perfect as not all faculty will be happy with the solution.

### **Options for FERPA Issue for Merging Classes in Canvas**

Eric reported that he participated on a call a few months ago with Instructure. There's a way to automate it so faculty or Canvas administrators don't have to change the settings every time there's an upload. The issue became faculty who wanted to be able to see cross-listed classes, which can be identified in Banner. So the setting can be automatic for students in cross-listed courses, and turned off for students who are not in cross-listed classes. To override that is a problem. Since the upload occurs frequently, any changes would be reset as of the next upload. Lisa shared that Director of Admissions Paulette Lino told her if these types of classes meet in person, they they should be able to interact online and suggested that maybe those

courses could be cross-listed. Eric explained that there are many rules around cross-listing. Scott said a drawback would be that faculty would need to manually merge courses, which is a different process that faculty need to be trained on. There would be issues if faculty change their minds. Scott said in Canvas, Instructure uses the term “cross-list” instead of “merge.” He added that this needs to be tested to see if it works. Eric is waiting for the TCC and the college DE committees to decide what course of action they want to take. Scott said it might take a while, as faculty will want to go back to their divisions for discussion, and also bring the discussion to the faculty senate. Eric added that the decision made around the Follett discussion could also slow this down. He is hoping to talk to Follett next week. In the meantime, testing will occur to see if there are any glitches.

Eric asked the group to consider moving forward with the sandbox method. Nolan agreed, if it helps move the faculty adopt piece forward. The student access piece doesn't have to happen right away. Scott said he would rather hold off on making a change to the global navigation until the student piece is settled. Eric asked if the link could be placed en masse in the faculty sandboxes. Scott said he would try. Scott said that some faculty may be using their sandboxes to create new courses and this may be an issue.

### **Forms Generation Software**

Cathy Gould reported on the Forms Generation workgroup. The group has looked at two vendors so far, SoftDocs and Document Locator. Information on upcoming demos will be shared with the committee. Demos for SmartSheet and DocStar are upcoming.

### **Update on Power Outage, Temporary fix for HVAC & Future Standalone HVAC**

Jeannine reported on a planned power outage at LPC. The generator worked, but the HVAC did not. The system had to be brought down for four hours. One of the top priorities for Measure A is to take the data center and give it a standalone HVAC system that is not connected to the central utility plant. The building needs to be up and running 24/7 because of the data center operations.

### **Canvas System, Cranium Café for Counseling, NetTutor; Colleges Interest in OEI Course Exchange; Blackboard ends June 2018 – Unicon Single Sign On for Summer, Blackboard Archives**

Minta reported that 15% of all courses requested to be in a learning management system are being requested in Blackboard. Lisa said there is a total of 1100 sites still in Blackboard. Minta asked if there was official record that the system will be effectively turned off on June 30. Jeannine reminded the group that the license ends on June 30 and will not be renewed, at which point the system would be unavailable. She suggested verbiage be added to the college websites. Lisa said there will be a lot of faculty who will need to be able to get content for

courses they haven't taught in a while that is stored in Blackboard to be able to use in Canvas. She and Minta had a long discussion with Paulette on how long to store the course content and records in case there is an audit. It's an issue that's been under a lot of discussion on the DE listserv.

Minta said that there is likely an assumption, since course content is archived, that the course grades are also archived. But there is no way to restore that information and look at it. She's researched but hasn't found a solution for this. Bill said he did some investigation and found a tool that allows you to pull student grade information out, but it is difficult to use. Minta said that faculty can download a copy of the gradebook. Scott said faculty can download their gradebook but it's in Excel and can be easily changed. Jeannine said the downloading of grades seems to be the most viable solution so far, and also suggested that Scott go to the Chancellor's Office or OEI to find a solution. Lisa wondered if downloading the grades is enough.

Jeannine reported that Unicon single sign on will happen sometime after July 1. Scott suggested adding the student login instructions on the login page. Lisa asked if this change would allow them to do the password changes on their own. Eric said it needs to be looked into. Lisa added that after July 1, there would still be evening/weekend support. She asked if the single sign on affected Instructure's ability to provide that support. Jeannine said this is providing added security for students and brings all the systems together, but deciding when the cutover happens can be discussed. It should happen around the start of a term. Summer is a good time, but it can also be deferred if it's too soon.

### **Measure A - Status New WiFi Installation at both colleges & RFP LPC Phone System**

Jeannine said there are additional installs happening in a few remaining buildings at LPC, and most of Chabot has been done. She added that the replacement phone system for LPC is currently in the bidding process.

### **For the Good of the Order**

Chasity said the IEPI has a strong focus on technology and suggested doing a report out to TCC. Jeannine said that the topics that are being discussed in the TCC are part of the IEPI.

Chasity added that the District website for ITS is confusing with regard to ServiceNow and the Help Desk and suggested cleaning it up so it is easier for users to understand how to request assistance with their technology requests.

Chasity also suggested sending TCC emails District-wide, as this is the regular practice for the colleges. Jeannine said she would have the next meeting dates posted on the TCC website.

The next meeting will be Friday, April 13, 2018.

Minutes prepared by Rachel Ugale