



Chabot-Las Positas Community College District
Technology Coordinating Committee
District Office Conference Room 1
Friday, April 13, 2018, 9:00 AM – 10:30 AM

DRAFT MEETING MINUTES

Members Attended: Eric??? (Student), Ken Agustin, Don Carlson (ConferZoom), Tim Druley, Richard Grow, Steve Gunderson, Matthew Kim, Bill Komanetsky, Jeannine Methe, Mike Seaton (ConferZoom), Lisa Ulibarri (ConferZoom), Scott Vigallon, Chasity Whiteside, Minta Winsor

Absent: Wing Kam, Char Perlas, Rachel Ugale

Guest: Eric Stricklen (ConferZoom)

Implementation to address FERPA issue for merging of classes and handling of crosslisted classes within Canvas

Jeannine Methe asked Eric Stricklen from ITS to participate by phone to provide an update on the issue of merging classes and handling cross-listed courses in Canvas. Scott restated the issue for the group. He said that classes that are merged together in Canvas and students being able to see one another from different courses is a potential FERPA violation. The potential solution is to continue merging courses, but disallow students from seeing students in other courses at the global level. And for officially cross-listed courses, this still needs to be allowed. Eric said in Banner, we are able to identify actual cross-listed courses, take those enrollments, and allow students to see one another. When it gets over to Canvas, those students can see communications between each other. Canvas doesn't do this by default. Merged courses on the Canvas side don't automatically share communication. Faculty must do this manually if the system administrator allows them to do so. The problem with allowing the faculty to do this is that the setting would be overwritten at the next upload. The solution, Eric clarified, is to only do this for the Banner cross-listed courses which have also been merged, and leave the other merged, non-cross-listed classes alone. Jeannine added, per the new rules, this would put us in compliance. Minta Winsor commented, saying that this should address most things but there are exceptions when instructors would need to merge courses such as those in the nursing program. There needs to be a way to override or make an exception. In a recent call with Instructure, they said this would be possible, but the change would be in the SIS to make the exception. Eric said there isn't currently a way to modify this in the upload process from Banner. Lisa Ulibarri suggested contacting the Canvas customer reps for the OEI as they said it was possible to make these changes and have them stick. Eric says that would require a major change to the upload process. Jeannine asked if there would be an issue with identifying

courses, such as nursing, as cross-listed. Eric said there are specific rules around cross-listing and for this purpose, it isn't an option to mark courses as such. Scott's concern is that not all of the exceptions are known at this time. There has been discussion at the LPC DE committee but he thinks this needs to be taken to the academic senate. If this is implemented without getting faculty buy-in, it may end badly. Eric said the capability is being added for the cross-listed courses, which can be considered a pilot group in this process and it can be brought to the academic senate this way. Jeannine said that picking and choosing courses that fall in the gray area will pose problems in the future if the criteria is not clearly defined. Scott added that the the creation of course shells, which is the next item on the agenda, needs to be brought to the faculty as well.

Minta asked if there will be a way to see which courses are cross-listed, as she doesn't have a way to identify which courses are cross-listed. Eric responded, saying in preparation for the Banner 9 upgrade, there wouldn't be any changes to the request form so this information would not be added. Jeannine said that reports can be created to show which courses could be cross-listed. Scott said there would be instances where courses are cross-listed but only one of them is being requested in Canvas. He asked if course shells were created automatically, would there be a way to have the officially cross-listed courses all put together automatically so the faculty wouldn't have to cross-list them manually in Canvas. Eric said you would lose the capability to merge if Banner is controlling how those courses are being created.

Jeannine suggested that the group think through possible scenarios to see if the solution works in those situations before taking this to the academic senates.

Follett Bookstore Discover – Implemented for faculty order textbook using Canvas, Discussion on expanding to all students even if not taking Canvas classes

Scott said, putting the Follett changes aside as this is something Eric will deal with on the technical side, he wanted to have a general discussion on whether or not course shells should be created for all classes. This would potentially change the way faculty merge their classes as they would be doing it in Canvas as opposed to within CLASS-Web. Lisa said the merging issue needs to go to senate. But if the merging continues on the SIS side, it means the change for Follett can't be put into place. Jeannine said the discussion can continue after feedback has been gathered from the faculty senates.

Notification of Purchase of Vericite (used with Canvas) by Turnitin

Scott said the colleges have been using Vericite as the anti-plagiarism service and it has been purchased by Turnitin. Vericite said they would be honoring existing contracts, which for LPC would be running out soon. He's not sure how much the service would cost in the future, but it is extremely expensive. The OEI negotiated with Turnitin and broke off negotiations because it was too expensive. Turnitin is a better product than Vericite, but the question is who would

pay for it. Jeannine suggested saying on Vericite and renew the contract until colleges are forced to go to Turnitin and hopefully by then the OEI will have negotiated a better price. Scott said he just wanted people to be prepared that the bill may skyrocket and faculty won't be happy if this tool is taken away. Jeannine said the District has committed to renew Vericite at the discounted price, but there is no commitment to switching to Turnitin if Vericite is not an option in the future. Lisa said there have been a lot of complaints about Vericite not catching all the plagiarism and she's run her own tests and has found this to be true, and has shared this with Vericite. Faculty are excited about the possibility of changing to Turnitin. Jeannine said whatever is proposed as a plagiarism tool by the OEI will be adopted.

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

Jeannine said there will be installation occurring this weekend and the following weekend and after hours as much as possible. The work will continue into the summer to avoid disturbing classes. Chasity asked if people will be able to report where wifi has not improved. Jeannine said information would be posted and people would be able to provide feedback. Chasity added that this was a request from the Chabot Student Senate. Jeannine said it also needs to be clarified that the work is to improve wifi, and not to improve cell phone reception. Also, the work is focused on the interior of buildings and future work will be done outside. She knows this is confusing for many people. Chasity said a status update would be helpful so people know when the upgrades in their area would be coming. Jeannine suggested that Mike Seaton and Ken Agustin attend a future Chabot Student Senate meeting to answer any questions about the wifi work.

New "Service Now" System – Prod release Feb 5, Good feedback

Jeannine reported that she sent out a reminder email recently about ServiceNow and feedback has been good.

Migration to Banner 9 System from Banner 8 – Banner 9 Sandbox from Nov-Jan, Banner 9 local installation in parallel Jan-April, Parallel install of Student CALB for A& R to replace CLPCCD local mods, Banner INB changes to new Admin pages but no change to CLASS-Web (Self Service) at this time, User training late Spring/Summer, Live date for Banner 9 weekend of Oct 27-28, 2018

Jeannine reported that the local install of Banner 9 was completed this month. It will be released to the users for testing in a few weeks. Training will start with Business Services, HR/Payroll and Financial Aid users. Student users will be doing their training more toward the Summer. The changes will not affect CLASS-Web until the fall semester. When we get closer to that timeframe, ITS will reach out to the student senates for their input and feedback. The upgrade will occur on October 27 & 28. Tim Druley asked if Banner 9 was being hosted locally or in the cloud. Jeannine said a local install was done for Banner since the hardware and data

center were already in place. There are 37 CCC's that use Banner and only three have looked at the cloud option because they had no equipment for the Banner 9 cutover. They are acting as a pilot group for Banner in the cloud. Scott asked what effect the upgrade would have on the Zone. Jeannine responded, saying the Zone would be upgraded as well and will include new features. Scott also asked whether students should be using the Zone to get to Canvas. Jeannine said it would not affect Canvas. Students can go to the Zone to get to Canvas, or can go to Canvas directly. Scott also asked to remove the Blackboard tab on the Zone. Jeannine said that ITS will remove the tab on July 1.

Update on Banner Recruit Module & future Advise Module

Jeannine reported that an upgrade for Recruit was completed recently and LPC will be doing a refresher training later this month. Chabot will do refresher training in May. The groups that will initially use Recruit are veterans, international students and new students doing their SSSP components. Advise will be installed over the summer and user groups will begin to work on implementation in the fall, going live the following spring.

Web Content Management System – OmniUpdate Status

Tim reported that 45 websites are now in Omni. He, Steve Gunderson and Eric Stricklen will be doing some testing this month in preparation for fully switching over to the Azure cloud server. The website may be unavailable, for only very brief moments over the weekend. Mike said that he's asked for a status update for Chabot from Wing Kam and President Sperling and has gotten no response.

Development of new 6-year Technology Plan

Jeannine reported that detail is now available to provide for the technology plan and source documents will be posted on the web. She reviewed the source documents to be used in the plan and asked the group to review the documents before the May meeting when the plan will be covered in detail. She solicited input from the group regarding technology plans from other colleges and districts that aren't included in the initial source documents for additional ideas for organizing the CLPCCD plan. Chasity recalled a powerpoint document that Steve presented at a prior TCC meeting that began to organize some of this information and Jeannine said she would add it to the source documentation.

IEPI District Plan – Completion postponed for 1 year to October 2019

Jeannine said the completion date of the IEPI plan was extended to next year. The IEPI plan has been started, but her retirement and that of the two vice chancellors has impacted the completion of the plan. She reviewed the IEPI plan with the group. She said many of the items

that came up in the IEPI discussion were things that were already in progress, like OmniUpdate and ServiceNow. Some of the highlights including training, video conferencing, which is being done through ConferZoom, improvements to wifi and completing a technology plan. The plan will be posted online for other groups to discuss.

Identify Technology Training Needs

Jeannine reported that Katherine Tollefsen was recently hired as a trainer for ITS and a forum needs to put together to gather input on the types of training needed across the District. Chasity said that she met with the professional development technology group at Chabot who discussed asking District ITS to put out a survey for training that was needed or that people may have an interest in. Jeannine said the focus would be on Banner 9 and on Microsoft Office 2016 as people get new workstations over the next several months. Chasity requested a list of topics that could be reviewed, and if a survey can be sent out before the end of the semester, some training for classified could be done over the summer. And then trainings could be arranged for flex days. Jeannine said putting together a list would be easier for people to respond to instead of asking for people to list what training they need.

For the good of the order

Jeannine suggested doing a June meeting to tie up loose ends after the May meeting. The group agreed to meet on June 1.

The next meeting will be Friday, May 11, 2018.

Minutes prepared by Rachel Ugale