

**Chabot-Las Positas Community College District**  
**Technology Coordinating Committee**  
**November 9, 2019**  
**Draft Minutes**

**Members Attended:** Ken Agustin, Ronald Coleman, Tim Druley, Bruce Griffin, Richard Grow, Wing Kam (Zoom), Matthew Kim, Bill Komanetsky, Christina Lee, Nathaniel Rice, Rachel Ugale, Lisa Ulibarri, Scott Vigallon (Zoom), Chasity Whiteside

**Guests:** Jesus Bravo-Morales (Zoom), Thomas Dowrie (Zoom), Michael Thompson (Zoom), Danita Troche (Zoom)

**Call to Order** – The meeting was called to order at 9:02 AM.

**Review of the Minutes** – The group reviewed the minutes from prior meeting.

**Guided Pathways** – This will be a standing item on the agenda as it is ongoing. Bill is heading the Guided Pathways task force for technology. At LPC's flex day, they had their first tech team meeting, including a DegreeWorks demonstration by Jesus Bravo-Morales. It has a lot of promise, but the user interface is horrible for students. There are political issues with certain types of courses. Christina said DegreeWorks is still having technical issues where courses are coded incorrectly. She shared that one of her colleagues wondered how long the District has under its current contract for DegreeWorks. Bruce clarified that renewal of this product occurs annually. Christina added that the OEI is recommending Starfish. Chasity shared that Chabot has been happy with their DegreeWorks implementation. Bruce mentioned that the product EduNav, which works with DegreeWorks, has a simpler interface. It may be worthwhile to connect with other colleges that have it to look at their specifications. This topic will be brought to the Admissions & Records Banner User Group and IT will also look at what available upgrades there are.

Chasity said she would see if someone from Chabot can speak to their experience with DegreeWorks at the December meeting. Nathaniel shared his concern that vetting needs to be done to ensure accessibility. He noted that Pearson products are highly inaccessible and lawsuits are pending. In general, accessibility isn't being evaluated and this needs to happen as a gateway before products are selected. Bruce responded that community colleges are now being held to same standard as CSUs.

**Tech Planning** – Efforts were being made to get traction with the consultant, but they have not been able to connect. The technology plan is trailing the facilities master plan, but that has been delayed as well as it has been a complicated process. The technology plan will be sunshined to the senates and other governance groups.

**State Authorization** – This issue has been taken to the SLT. No action has been taken yet, but it will be brought back to their next meeting on November 26. It will take time to get consensus and decide on an action.

**Creating Canvas Shells for All Courses** – Scott has been working with Eric Stricklen. The process needs to be defined, but it won't be significantly different from what is happening now. Pros & cons and impact on faculty need to be discussed and then brought to the Faculty Association. Chabot has not had a chance to discuss this in order to make a decision. Some additional testing still needs to occur, and

faculty have already started requesting shells so this probably won't be in place in time for Spring semester. Lisa suggested bringing this to Chabot's COOL first and bring back their recommendation. Additional benefits to creating shells includes purchasing books through Canvas. It needs to be coordinated with other groups as it affects a lot of people.

Bruce also looked at what other schools do with regard to their online evaluation processes. EvaluationKIT is one tool being used at other colleges. There is also Class Climate through Scantron. This is a negotiated item, so he's reached out to Dave Fouquet and HR. Lisa mentioned in speaking to FA reps at Chabot, they are interested in working on a more streamlined process.

**AB 2257 Compliance** – Bruce is taking this back to the groups that are covered by Brown Act -- any legislatively mandated committee. Committees must post a direct link from the webpage to their agenda, or it can be posted to a page that contains all agendas. The current agenda has to be at the top of the list. This has also been discussed with the webmasters in order to move forward with this. The focus needs to be on getting links on the website in a timely manner, although changes don't need to be prominently displayed. There are also restrictions on outside discussion and posting signs on meeting rooms when people are calling in from offsite. PDFs also need to be accessible. Brown Act training could be made available if needed.

**IT Support of New Funding Formula** – Ways to support the new funding formula are still being discussed. There is IT representation at all meetings related workgroups and committees. We need to make sure we're reporting things back through State MIS as funding is now directly attached to reporting and audited. IT is also providing direct support through areas like Financial Aid which accounts for a large part of the funding formula. Chasity offered to follow up on how data is being cleaned up at Chabot.

**IT Training Resources** – The District went through the IEPI process and a need was identified for training. A position created for an ITS trainer and Katherine Tollefsen was hired for the role. Training facilities are available at both colleges. Training has been focused on Banner 9 for the last few months. Chasity mentioned that areas like Business Services need more focused training and it needs to be done in a group format. It would also be a good idea to reach out to administrators to make sure employees who need training get it. Nathaniel suggested trying to record, do screen shares or add voiceover to PowerPoint presentations. Sujoy Sarkar has been helpful in recording workshops at Chabot. Chasity noted that people are expected to hit the ground running and don't always receive hands-on training. Bruce suggested partnering with HR, in addition to doing security training. Lynda.com could also be leveraged. The new IT website will have an area dedicated to training.

**Good of the Order** – Tim said that the CLIP program is trying to help the food pantry at both colleges who are wanting to streamline their processes in collecting student usage data. It's currently being collected on paper. Bruce said this could be remedied sometime in the future with the implementation single-sign on .

The meeting adjourned at 10:29 AM.