Chabot-Las Positas Community College District
Technology Coordinating Committee
Friday, September 13, 2019, 9:00 – 10:30 AM
District Office Conference Room 1

Attended: Christy Davis, Tim Druley, Debbie Fields (ConferZoom), Bruce Griffin, Wing Kam (ConferZoom), Bill Komanetsky, Nathaniel Rice, Mike Seaton (ConferZoom), Rachel Ugale, Chasity Whiteside, Lisa Ulibarri

Guests: Noell Adams (ConferZoom), Theresa Fleischer-Rowland, Paulette Lino, Danita Troche (ConferZoom)

Call to Order – The meeting was called to order at 9:01 AM.

Approval of Minutes

Prior meeting minutes will be sent out to the committee members. ITS working on the hiring process for an Executive Assistant.

Tech Planning (Technology Master Plan)

The colleges are moving forward with technology plans through their respective technology committees. Over the summer, it was decided not to continue with the consultant that worked with the previous CTO on the District plan. The CTO mentioned taking a different approach for the District plan and discussed how to ensure that it aligns with the college technology plans, college initiatives, the District Strategic Plan, the overarching Educational Master Plan, among other necessary planning documents. Moving forward, the District plan will interface with the college plans, making sure that all three plans are in alignment.

Distance Ed Committee Recommendation

Distance Education is transitioning out of technical pieces and shifting to a more pedagogical focus. Work is being done with the college Vice Presidents to figure out how this component fits in with the Technology Coordinating Committee, Educational Support Services Committee, Funding Formula Committee and its subcommittee. This may move forward as a standing item for both the TCC and ESS. The Turnitin decision is a good example of how this could work. If a District Distance Ed committee is formed, a representative from that committee could be sent to TCC to provide updates.

Student Digital Experience

In the past, we have focused on functionality online but we haven't taken a cohesive look at our digital presence. If you look at our portals, we aren't up to 2019 standards. Now that Banner 9

is well underway and can support the current version of self-service Banner (CLASS-Web), we need to formulate this idea of the student digital experience, especially with regard to Guided Pathways. We can't rely on the current format to present information to students. We will start forming a group very soon to hopefully meet before the end of the semester. We bring together experts from the colleges and District, but students are not always considered and/or available to participate. When we work on the student digital experience, we need to include students.

Nathaniel asked about adding a button to CLASS-Web for student voter registration as it was a recent topic in the Chabot Technology Committee meetings. This already exists in Class-Web, but Canvas should be reviewed to see if it could be added there as well.

FFC/TCC/SCFF

The Funding Formula Committee (FFC) will be another avenue for technology requests. The FFC is tasked with applying rollback funds to projects that will help us overcome the Student Centered Funding Formula (SCFF) gap. The FFC subcommittee has created an application using DocuSign to apply for projects. The application is available on CLASS-Web. We are in the test phases of using this new tool so a few bumps are to be expected. According to the timeline, things brought to FFC will then go to the Planning & Budget Committee, followed by the Chancellor. Two tech projects have already been approved through this process – an Institutional Research reporting tool, and CampusLogic for Financial Aid. CampusLogic helps students apply for financial aid (FAFSA) and upload supporting documents online. FFC projects will come back to TCC as an informational item. Bruce is serving on the FFC subcommittee and will interface as needed regarding technology.

Guided Pathways

Bill Komanetsky, faculty co-chair, met a few weeks ago with Tim Druley, CTO Bruce Griffin and Noell Adams on how to coordinate between the colleges on a single technology solution for Guided Pathways. He is drafting a resolution to bring to the Academic Senate at Las Positas College (LPC). Bill, as technology lead for Guided Pathways at LPC, will work with LaVaughn Hart and Angella VenJohn to push for this resolution to be passed by Senate. The resolution says input will be taken from both colleges' Guided Pathways teams. Noell added that Chabot is in alignment and she will be working with Bill and Chabot's Instructional & Services Technology Committee (IST), Academic Senate and Classified Senate to draft a technology resolution and conduct a needs assessment. She will also work with the IST chairs to make sure that items are viewed through a Guided Pathways lens and communicate the larger picture to the college.

How do we foster better communication and coordination with campus tech committees?

Each college has their own technology issues, and each can be fairly different from one another. Chabot's committee meets twice a month and LPC's meets once a month. LPC does

quite a bit of reporting out in their committee. Chabot does a review of software products and works on program review requests. Additionally, personalities at the colleges are different. Does it make sense to do ask for a standing report to TCC? Nathaniel Rice has offered to put together a report for Chabot, and Steve Gunderson could prepare one for LPC. This will help with the exchange of ideas across the District.

Good of the Order

Wing shared that users have expressed a need to have a place to store documents and wondered if Microsoft Office 365 (O365) could be a potential solution. Bruce said ITS is working with consultants on how to migrate to O365. There's a funding component that needs to be bridged, as we are in the last year of our District-wide licensing agreement and the licensing structure is changing. Different options need to be costed out. With the current licensing structure, individuals can be set up on O365 but the account would be separate from the current District account. Nathaniel noted that Adobe is also changing their licensing which now requires students to log in.

Wing added that he is working with student clubs and club advisors and wondered if they would have access to O365 accounts. Christy Davies said faculty have also asked about creating Canvas course shells for non-instructional use. The IST looked at Basecamp and Chabot Counseling is also previewing the product. Bill added that Slack is another option. Bruce said he would add collaboration tools to the next agenda.

Bruce has added the need for a forms generation tool to the ITS program review. Softdocs was demo'd for the forms generation task force and also connects with Banner but he's currently unsure how this project can be funded.

The meeting was adjourned at 10:16 AM. The next meeting will be on Friday, October 11, 2019.