

Technology Coordinating Committee

January 31, 2020, 9:00 – 10:30 AM

Minutes Prepared by: Chasity Whiteside

Attendance:

Note: 7 members required to meet quorum.

Chairs (3)	College IT Managers (2)	Bargaining Units (2)	Student Senate (2)	
<input checked="" type="checkbox"/> Bill Komanetsky (LPC-Faculty)	<input checked="" type="checkbox"/> Sara Woods (CC)	<input type="checkbox"/> Debbie Fields (FA)	<input type="checkbox"/> Shahaf Dan (LPC)	
<input checked="" type="checkbox"/> Bruce Griffin (CTO) (non-voting)	Steve Gunderson (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	<input type="checkbox"/> Stacy Harris (CC)	
<input checked="" type="checkbox"/> Chasity Whiteside (DO-Classified)				
Administration (4)	Academic Senate (4)	Classified Senate (3)	Visitors via Zoom	
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Drouin (CC)	<input checked="" type="checkbox"/> Christina Davis (CC)	Matthew Kritscher	
<input checked="" type="checkbox"/> Steve Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	Wing Kam	
Vacant (ITS)	Bill Komanetsky (LPC)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)		
Bruce Griffin (DO) (non-voting)	<input checked="" type="checkbox"/> Jeff Judd (LPC)			

Agenda Item	Information/Discussion	Action
1. Call to Order	➤ @ 9:04am	
2. Approval of Minutes	➤ The December 13, 2019 minutes were approved with no corrections. ○ Votes: Yes - 11; No - 0; Abstentions - 1	➤ minutes approved
3. Guided Pathways (GP)	<ul style="list-style-type: none"> ➤ LPC is facilitating a GP retreat today. Session topics include technology, program mapping, and count towards variable flex obligations for faculty. Bill plans to give a report at our next meeting to include recommendations from the retreat. ➤ Discussion moved to Tableau in comparison to what we currently have in place, Argos. ➤ Tableau is used at Chabot to display reports for program review data, not as an analytical tool. ➤ Discussion around the formatting of reports versus analytical and planning tools. ➤ Public tableau does not cost. The campuses could gather their needs and approach Tableau. ➤ Matt asked if LPC has discussed CCC MyPath and is this something we want to implement throughout the district? ➤ Bill replied yes. LPC is assessing what they currently have in house, then moving in that direction. ➤ Bruce mentioned a capacity issue, particularly with the current CRM Recruit implementation plan. We'd like to pilot Recruit with a few departments, then expand from there. Once we do that, we can look at CCC MyPath but we will need SuperGlue first. Superglue fronts Banner to the state system tools, similar to the Ellucian Ethos product. 	
4. Web Accessibility BP 3725	<ul style="list-style-type: none"> ➤ The BP 3725 Web Accessibility topic was taken to Chancellor's Council by Noell Adams, CC Classified Senate President. ➤ A group is being formed by the Vice Chancellor of Ed Services to create a draft for review. ➤ Bruce will be a part of the group and plans to bring back updates to the committee for advice and review. ➤ Was mentioned that the policy should be vetted through the campus shared governance distance ed committees. 	

<p>5. Committee Membership Recommendations to PBC</p>	<ul style="list-style-type: none"> ➤ Committee discussed making a formal recommendation to PBC to update the committee membership to include: <ul style="list-style-type: none"> ○ Campus Distance Ed Coordinators (2) ○ College Web Masters (2) ➤ There was concern regarding adding 6 additional seats and having the ability to consistently meet quorum. ➤ To note, we currently have the DE coordinators and one Web Master as voting members. ➤ Committee discussed the recommendation process and how the final decision is made by the Chancellor. ➤ Chasity noted that the topic of reviewing the whole district Integrated Planning and Budget Model (IPBM) has been discussed in a few meetings recently. It seems that a full review may be on hold until we have a permanent Chancellor. ➤ Committee discussed waiting to make a formal recommendation. ➤ There was a motion to wait for a permanent Chancellor before making a formal recommendation on membership while revisiting the topic once a semester to monitor the progress of the IPBM review. <ul style="list-style-type: none"> ○ Votes: Yes - 12; No - 0; Abstentions – 0 	<ul style="list-style-type: none"> ➤ Committee voted to wait before making a formal recommendation
<p>6. Instructor Monitoring Policy/Tools/Devices</p>	<ul style="list-style-type: none"> ➤ LPC will have instructor monitoring software where the instructor can see any student pc screen, at any time. ➤ Chabot is using: https://www.netsupportschool.com/ and LPC will use https://www.imperosoftware.com/us/ ➤ Noted that students have to be notified of this by law. ➤ Functionality includes global and group policies, as restrictive or as open as you'd like. ➤ Faculty are able to text students using Impero, show student's screen on the projector, shut down the internet, block defined pages, apps, etc. ➤ Steve Gunderson shared that LPC had Net Support but it was unfunded. Math faculty piloted Impero and LPC boosted the licensing to include math as well as two other buildings. Great response thus far. May expand into labs and other places. ➤ Bill provided a screen capture video of Impero to share with the committee. Click here ➤ Sara mentioned Net Support working well but having a lack of funding to deploy it campus wide. This has been included in Program Review for years. It's currently only being used in room 119 for the Library. ➤ The licensing structure for the two products are different. Steve will look to see which is more cost effective. ➤ Christie mentioned the Nursing faculty at Chabot and their request for more student privacy. Respondus, App Blocker, and others were mentioned. ➤ Nathaniel (IST Chair) to request a demo for the Chabot Instructional and Services Technology (IST) committee as they schedule demos for the second meeting each month. 	<ul style="list-style-type: none"> ➤ Steve & Sara to look into licensing structure and cost effectiveness ➤ Nathaniel to request a demo for Chabot IST
<p>7. Inventory of Applications & Subscriptions for Colleges and District</p>	<ul style="list-style-type: none"> ➤ Bruce provided a handout listing Hardware, Software, Cloud, Services Annual Maintenance, sorted by type. ➤ This is from the district and does not include the campuses. ➤ Bruce will work with ITS Managers to draft an updated version of the list. 	<ul style="list-style-type: none"> ➤ Bruce & ITS Managers to work on updating list
<p>8. Student Voter Registration Mandate Language:</p>	<ul style="list-style-type: none"> ➤ This topic came up through Chabot's IST committee concerning the voter registration link on the class-web homepage. ➤ In October 2019 AB963 Student Civic and Voter Empowerment Program was approved, effective January 1, 2020. ➤ There are faculty at Chabot taking the lead on this, mobilizing awareness with emails and homepage banners. ➤ Chabot's Faculty Senate have discussed holding a Flex day on election day in the future. 	

AB963 Student Civic and Voter Empowerment Program	<ul style="list-style-type: none"> ➤ The mandate mentions reimbursement as it requires having a defined coordinator at each campus to develop an action plan. It has established timelines for communication to students as well as specific items to be noted in messaging. ➤ Matt is working with district Public Relations and Chabot faculty to continue moving forward. 	
9. Canvas – Start of School	<ul style="list-style-type: none"> ➤ There is a current issue with students dropping a course and/or faculty dropping a student in class-web, in which the student is removed from the course in class-web, but some are remaining active in Canvas. ➤ This can be confusing for students as they continue to receive class notifications for a course they are not enrolled in. ➤ Process to populate Canvas with current course/student information from Banner: <ul style="list-style-type: none"> ○ ITS generates a zip file of information from Banner, which is the same information reflected in class-web. ○ That file is uploaded to Canvas and you get a visual confirmation of successful upload. ○ Once this file is uploaded there is no further action required from the campus/district. ○ Canvas processes the file provided and the information then populates Canvas. ➤ ITS has not changed this process or any aspects thereof so there are no back-end adjustment options. ➤ A support ticket with Canvas has been generated. There was a question about getting a separate consultant contract with Canvas to address scenarios like this. This would be a separate contract with an additional cost. ➤ It was noted that we upload all past semesters to Canvas each time which means the file size continues to increase. It's possible to only upload specific semesters/years of data but when we did this in the past, it caused issues. ➤ Bruce and the DE Coordinators did have a meeting with the VPs of Academic Services. They walked through the issues and Bruce sent them an email as to where we are currently. ➤ Eric has tested a solution to correct the student drops in a test environment. In the first test, some past semesters disappeared but the second test seemed to work fine. Do we want to move that fix to Production? ➤ Monthly backups do occur, so soon we'll have a fresh back up to use if needed. ➤ Matt asked if there is an option to not allow students to message other students in Canvas. Lisa commented that it's an all on or all off option and faculty chose to leave it on. 	<ul style="list-style-type: none"> ➤ Continue to troubleshoot and work with Canvas to fix issue ➤ Bruce to email VPs with an updated status
10. Reports from Campus Technology Committees	<ul style="list-style-type: none"> ➤ College committees have not met. 	
11. Good of the Order	<ul style="list-style-type: none"> ➤ Chabot's IST Classified Tri-Chair has resigned from the college. ➤ In our next meeting we will vote on a new classified chair, Christina Davies 	
12. Adjournment	<ul style="list-style-type: none"> @ 10:32am 	
Future Meeting Dates	<ul style="list-style-type: none"> ➤ April 10, May 8 	