

Technology Coordinating Committee

April 10, 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)	Visitors
<input checked="" type="checkbox"/> Bill Komanetsky (LPC-Faculty)	<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	<input type="checkbox"/> Shahaf Dan (LPC)	Eric Stricklen
<input checked="" type="checkbox"/> Bruce Griffin (CTO) (non-voting)	Steve Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	<input type="checkbox"/> Stacy Harris (CC)	Wing Kam
<input checked="" type="checkbox"/> Chasity Whiteside (DO-Classified)				Cathy Gould
Administration (4)	Academic Senate (4)	Classified Senate (3)		Norman Buchwald
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Drouin (CC)	<input checked="" type="checkbox"/> Christina Davis (CC)		
<input type="checkbox"/> Steve Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	<input type="checkbox"/> Rachel Ugale (DO)		
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	➤ Meeting called to order @ 9:05am	
2. Approval of Minutes	➤ Christy made a motion to approve the January 31, 2020 minutes with no corrections; Bill seconded ○ Votes: Yes - 11; No - 0; Abstentions - 0	➤ minutes approved
3. Guided Pathways (GP)	➤ No additional progress due to mass cancellation of meetings and events caused by the pandemic. ➤ LPC has a SCFF project approved for enrollment that will help the GP effort in regards to course offerings to students.	
4. Committee Membership – New Classified Tri-Chair	➤ As discussed in our last meeting, we'd like to vote on a new Classified Tri-Chair to replace Chasity Whiteside. ➤ Bill made a motion to vote Christina (Christy) Davis in as Classified Tri-Chair; Chasity seconded. ○ Votes: Yes – 11; No – 0; Abstentions – 0 ➤ Note: Chasity is no longer a voting member of this committee.	➤ Christy Davis approved as Classified Tri-Chair
5. TCC Website Update	➤ See Committee Website: http://districtazure.clpccd.org/tcc ➤ Chasity sent the link to the committee members and frequent visitors in advance to preview and provide feedback. ➤ The left-hand navigation menu includes links to pages specific to TCC Membership, Agendas & Minutes, Recommendations, TCC Taskforces, and also has links to the college technology committee sites as well as the main district IPBM committee site. ➤ The site is accessible through the link but you are not able to navigate to it through the district site just yet. ➤ Tim will work on making the site going live with all the redirects this afternoon. ➤ Note: this is a great resource for accreditation reports and sources of evidence over the last several years.	

<p>6. Email Outage / Path Forward</p>	<ul style="list-style-type: none"> ➤ We've had a string of extended outages over a period of days as a result of several different and unrelated issues. ➤ Our Email System consists of 5 separate servers with databases that contain individual user accounts. ➤ The current system is hosted on site which is a legacy and the product of a difficult migration from GroupWise. ➤ We're looking to form a taskforce and move quickly to analyze both G Suite and O365 exchange products with the goal of recommending a final product to implement over the Summer, or when most feasible. ➤ The consultant we choose will need to be familiar with our email system and complex active directory. ➤ Q: Has there been an assessment of what it would take to fix our current system as there are larger enterprises where exchange works fine? A: We have CanCom, a consultant that knows our system well, creating a scope of work to note what it would take to fix our current system. ➤ Concern was discussed regarding timing of implementing a new email system. Summer is usually ideal but we would prefer to be back to some sense of normalcy before moving forward on this. ➤ There is also a need for the ability to do more collaboration remotely. Microsoft Teams and Google Hangouts are included with the products. ➤ Consensus to have a taskforce review all three options; G Suite, O365, and fixing the current system. ➤ There was a request regarding Google Voice for staff working remotely while noting it's an add-on feature. ➤ Members: 3 from each site; 1 faculty, 1 administrator, and 1 classified from each college and 3 users from District. ➤ Chasity suggested that there be different types of users on the taskforce, some use it for calendaring vs email vs collaboration tools. Also suggest having an Executive Assistant or Senior Administrative Assistant from each campus. ➤ Committee Members/Visitors volunteering to participate: <ul style="list-style-type: none"> ○ Bill, Wing, Tim, Nathaniel, Sara, Chasity, Lisa, Steve G. 	<ul style="list-style-type: none"> ➤ Taskforce will be created to review O365, G Suite, and the option of Fixing the Current System
<p>7. Banner 9 Update</p>	<ul style="list-style-type: none"> ➤ The Financial Aid module of banner has regulatory updates from the federal government on a quarterly basis. ➤ This update was completed recently which moved Financial Aid completely over to Banner 9 as the latest update is no longer compatible with Banner 8. ➤ The Student module is the last one on Banner 8. We need to devote a week of ITS staff time to fully move over. 	
<p>8. Technology Emergency Planning</p>	<ul style="list-style-type: none"> ➤ Prior to shelter in place, college technology departments started imaging laptops with a VPN client to allow users to dial into the private network. VPN access is only allowed via district or college owned laptops. Separate user name and passwords are required to get into the firewall. Once you're in the firewall, then you're able to remote desktop in to your pc on site. This allows staff to work on Banner and access files on their local drives. ➤ Classes moved either partially or full online quickly, within days. This took a lot of effort and we need to acknowledge the work of our Distance Ed Coordinators during these times. ➤ Bruce mentioned a Faculty Professional Development Taskforce that was formed to address the needs of faculty having to move to online instruction. ➤ Scott mentioned that we still have a lot of things to deal with to do Distance Education correctly in the district. We need a process to vet third party tools before putting them in Canvas. Some products are being purchased by the state and provided free of charge now, but may need funding later. A budget for DE at the district level and the accessibility plan need to be fast tracked. Also, in conjunction with the FA we should be looking at the online faculty evaluation process. Jeff responded that the FA is working on the online evaluation process which is soon to roll out. ➤ Bruce asked if ESS could help address the district wide topics for DE? ➤ Dig up recommendations that were made in committee meetings and forward to Theresa. 	

	<ul style="list-style-type: none"> ➤ Christy notes the importance of LTIs and programs we put into canvas being consistent across colleges due to crossover of faculty and students. The vetting process should take into consideration the ADA compliance and a district budget for those that need to be installed at a district level. 	
9. Reports from Campus Technology Committees	<ul style="list-style-type: none"> ➤ Chabot <ul style="list-style-type: none"> ○ Chairs met this past week in preparation for their next meeting. ○ Sent out a survey to see what Chabot faculty/staff have been finding helpful and useful. They plan to use this information for their technology plan, to standardize what people are working with long term. 	
10. Good of the Order	<ul style="list-style-type: none"> ➤ Wing asked about the Student Zone timeline. Chabot Student Services wants to do some particular things online where the Zone may be the most appropriate place. That project has been pushed back due to shelter in place and ITS workload due to the pandemic. We need to assess when it's realistic to roll out and work on the final touches. ➤ Scott noted a correction to his earlier comments; the accessibility policy needs to be worked on not the plan. ➤ SLT is reviewing policies chapter by chapter. Currently they are in chapters 4 and 5 with a full review planned during Fall and Spring. Bruce emailed 5140 DSPS Policy to Theresa and will discuss with her further. Board Policy 3725 Information and Communications Technology Accessibility has already been discussed at Chancellor's Council and currently has a workgroup working on it along with other tasks. 	<ul style="list-style-type: none"> ➤ Bruce to discuss BP 5140 DSPS with Theresa
11. Adjournment	@ 10:09am	
Future Meeting Dates	<ul style="list-style-type: none"> ➤ May 8 	