

Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, November 20, 9:00am - 10:30am
Prepared by: Chasity Whiteside

Attendance: 10 voting members, 1 non-voting, and 12 guests (note: 8 members required to meet quorum). 23 total attendees.

Chairs (3)	Classified Senate (3)	Student Senate (2)	Danita Troche
<input checked="" type="checkbox"/> Bruce Griffin (DO CTO) (non-voting)	Christina Davis (CC)	<input type="checkbox"/> Stacy Harris (CC)	Erika Dishman
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	<input checked="" type="checkbox"/> Anthony Simion (LPC)*	Katherine Tollefsen
<input checked="" type="checkbox"/> Bill Komanetsky (LPC Faculty)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	<input checked="" type="checkbox"/> Shatoparba Banerjee (LPC)*	Noell Adams
Administration (4)	Academic Senate (4)	<i>*shares one seat/vote</i>	Wing Kam
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Drouin (CC)	Guests:	Nadiyah Taylor
<input type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Arnold Paguio	
Vacant (ITS)	<input checked="" type="checkbox"/> Ruth Hanna (LPC)	Chasity Whiteside	
Bruce Griffin (DO)	<input type="checkbox"/> Jeff Judd (LPC)	Eric Stricklen	
College IT Managers (2)	Bargaining Units (2)	Angela Castellanos	
<input type="checkbox"/> Sara Woods (CC)	<input type="checkbox"/> Debbie Fields (FA)	Cathy Gould	
Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	Carol Edson	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02 am	
1.	Welcome and Quorum Check <i>For information:</i> Quorum met with 10 voting members in attendance.	
2.	Approve Today's Agenda <i>For action:</i> Bill asked to remove item 8 Student Collaboration Tools. Item was struck and agenda approved.	November 20, 2020 Agenda Approved
3.	Approve October 09, 2020 Minutes <i>For action:</i> Minutes approved with no corrections and one abstention.	October 09, 2020 Minutes Approved

<p>4.</p>	<p>ITS News/Updates <i>For discussion:</i></p> <p>a) Email Improvement – O365</p> <p>There has been slow progress since our last meeting as we ran into a technical problem that took some time to resolve. We’re in the process of moving and consolidating mailboxes on to three on premise servers. The servers are now at the latest revision of Exchange 2016 and ready to move into hybrid mode. The plan is to have a copy of our mail both here on site as well as in the cloud. Those two will be kept in sync so then we can flip the switch to go from connecting locally up to the cloud. As a reminder, this process is merging three tenants into one which impacts folks who’ve already signed up for O365 accounts. We have a tool that will migrate your OneDrive data from one tenant to the next. Bill has volunteered to be a test case and is providing feedback along the way.</p> <p>b) EvaluationKit by Watermark for Online Faculty Evaluations</p> <p>We get to cross this project off after this meeting. The old online faculty evaluation process was developed in house and required students to click on a link, leave canvas and go to class web where they needed to log in again. We lost around 96% of students through that process as we only had around a 4% return rate. We implemented this new tool in about 23 days from the initial kickoff meeting to when we actually launched the first survey. The new tool sits inside of Canvas so a student is not required to log in to any other system to complete the survey. This first round resulted in an approximate 60% return rate. FA plans to have a follow-up meeting regarding how information is collected for courses needing to be evaluated.</p> <p>c) Short Maintenance Window for College Internet Connection Upgrades</p> <p>Both colleges’ internet connections have been upgraded to 10 gigabit service through funding from the State Chancellor’s Office. There was an email from Bruce on 11/18 noting the downtime to make the switchover to the new connection. There was an expected 5-minute outage, which occurred with no complications. These new connections will allow backups to occur much more easily and we should see noticeable improvement in speed. Next steps are to improve our throughput on some of our internal devices to take advantage of the new connection.</p>	
<p>5.</p>	<p>Guided Pathways – Updates & Reports <i>For discussion:</i></p> <p>a) LPC</p> <p>Bill mentioned that LPC is going through the Program Mapper right now getting feedback from all the constituents.</p> <p>b) CC</p> <p>Noell usually provides this report but she had to leave for PBC. No specific updates provided by other members.</p>	

	<p>c) CRM Recruit, CRM Advise, DegreeWorks</p> <p>Recruit: We are now on the latest version or maybe one behind. We are currently in functional review and training mode. The plan is to have Recruit available to the functional pilot groups just after our return for Spring.</p> <p>Advise: We are working with Ellucian around their cloud option. We've been going back and forth on numbers in terms of how to make the most sense financially to use their cloud version versus on premises.</p> <p>DegreeWorks: One of the SCFF projects was an upgrade for DegreeWorks. The new version is now live and available for student and counselor use. It has a much-improved look and feel and allows for a newer version of the Student Ed Plan. Another SCFF project was advance reporting through DegreeWorks. This project is about half way completed. The second half needed to be completed after the upgrade and will be completed soon.</p>	
6.	<p>Distance Education Topics <i>For discussion:</i></p> <p>a) Ongoing Digital Resource Support Memo</p> <p>The State Chancellor's Office sent a memo regarding Ongoing Digital Resource Support listing technology resources that will or will not be funded through their office. There are a few versions of the memo so some ending dates may not be accurate. Canvas shows an ending date of June 30, 2021 but it was confirmed that it's funded through 2023. District ITS is looking at one-time funding sources to assist with purchasing what is no longer paid for by the state. Bruce is in contact with the VPs of Administrative Services to move some of these orders along before the November 30th deadline. Bruce cautions that as we sign up for new products/services funded by the state, that funding may go away after the colleges have become dependent upon the tools. We will need to be prepared to fund what's needed at any given time.</p> <p>b) Deactivating Past Semesters in Canvas (Scott/Eric)</p> <p>The Chabot COOL committee recommends importing at least a year worth of data, understanding it will slow the system down. LPC recommended the same. There was discussion around timing and the need to schedule a coordinating meeting with the DE coordinators, ITS staff, and the VPs of Academic Services.</p> <p>c) ConferZoom CCC TechConnect Upgrade & Canvas (Scott)</p> <p>The Chabot COOL committee recommends upgrading Zoom between fall and spring. Chabot agrees with the recommendation. Some lingering questions about matching email addresses in Canvas as some faculty don't use the .edu addresses provided by the college. LPC recommended the same. There was concern noted regarding benefits of the upgrade vs workload and initial training needs. Bruce plans to reach out to his colleagues to obtain feedback on this upgrade.</p>	<p>6b Chasity to schedule coordination meeting</p> <p>6c Bruce to gather feedback from colleagues</p>

7.	<p>Software Acquisition Checklist <i>For discussion:</i></p> <p>Currently, technology purchases get signed off through the CTO office and we are seeing the need to have more structure around the review/approval process. This will help with accreditation, to have a documented process that shows we are providing support in areas we should while also documenting requests/approvals. For those trying to acquire software, a checklist can provide direction that alleviates stops and starts and the need to loop back with a vendor multiple times along the way.</p> <p>Bruce walked the committee through the checklist asking for feedback along the way. There was concern regarding the amount of technical information requested and if the requestor would be able to obtain it easily. Bruce noted that some form fields can be required where others may be optional. Some information should be provided by the vendor and we can note that on the checklist. The purpose of the checklist is to guide the requestor through the questions that may come up during the review for approval process. Gathering the data beforehand will help the request move through the process in a timely manner. It will also document how the solution supports the College/District planning priorities and ensure all the local approvals have been gathered. This allows an easier signoff by the college VPs, CTO and ultimately the VC of Business Services who signs all contracts. There was discussion around accessibility, cyber liability, and hardware requests. In all, there was a consensus of positive feedback. Bruce will take this to administrative and senior leadership meetings for further discussion.</p>	7 Bruce will take the draft checklist to administrative and senior leadership meetings for further vettings/feedback
8.	<p>College Technology Committee News/Updates <i>For information:</i></p> <ul style="list-style-type: none"> ○ CC – Nathaniel noted there will be a demo from Modo Labs at their Dec 8th meeting. They are a company that created the Campus App for Cypress College. It’s an award-winning app that’s had amazing success there. Between 96-99% of students have a smartphone which alleviates the issue of internet access as it’s built in. Nathaniel invited everyone to attend the custom demo for Chabot. They are also working on accreditation standard III. ○ LPC – Tim noted they will be discussing their Technology Master Plan that’s been on hold. Tim is working on a faculty profile or update to the faculty listing in their website directory. He will send a mock-up to the VP of Academic Services and the LPC Tech Committee to get feedback in moving forward. 	
9.	<p>Good of the Order/ Future Agenda Items <i>For information/discussion:</i></p> <ul style="list-style-type: none"> ○ None 	
	<p>Meeting adjourned @ 10:35am Future Meeting Dates: Dec 11 (2020) and Jan 29, Mar 12, Apr 09, May 14 (2021)</p>	