Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, January 29, 2021, 9:00am - 10:30am
Prepared by: Chasity Whiteside

Attendance: 13 voting members, 1 non-voting, and 12 guests, total of 26 total attendees. *(note: 8 voting members required to meet quorum)*

Chairs (3)	Classified Senate (3)	Student Senate (2)	Wing Kam
☒ Bruce Griffin (DO CTO) (non-voting)	Christina Davis (CC)	☐ Stacy Harris (CC)	Nadiyah Taylor
☒ Christina Davis (CC Classified Supervisory)	☒ Rachel Ugale (DO)	☒ Anthony Simion (LPC)*	Angela Castellanos
☒ Bill Komanetsky (LPC Faculty)	☒ Scott Vigallon (LPC)	☒ Shatoparba Banerjee (LPC)*	Christina Read
Administration (4)	**Academic Senate (4)**	**shares one seat/vote*	Abigail Patton
☒ Nathaniel Rice (CC)	☒ Jeff Drouin (CC)	**Guests:**	Theresa Fleischer Rowland
☒ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Cathy Gould	
Vacant (ITS)	☒ Ruth Hanna (LPC)	Chasity Whiteside	
Bruce Griffin (DO)	☐ Jeff Judd (LPC)	Katherine Tollefsen	
College IT Managers (2)	**Bargaining Units (2)**	Danita Troche	
☐ Sara Woods (CC)	☒ Debbie Fields (FA)	Noell Adams	
Stephen Gunderson (LPC)	☒ Timothy Druley (SEIU)	Erika Dishman	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02 am	
1.	**Welcome and Quorum Check** *For information***:** Quorum met with 13 voting members in attendance.	
2.	**Approve Today's Agenda** *For action:* Agenda approved with no changes.	January 29, 2021 Agenda Approved
3.	**Approve December 11, 2020 Minutes** *For action:* Minutes approved with no corrections.	December 11, 2020 Minutes Approved

| 4. | **ITS News/Updates**
For discussion:

a) Email Improvement – O365

We ran into an issue with the district wide Active Directory while trying to bring a server up. This issue will kick off an ancillary project to find out why this is happening. Active Directory is a system that catalogs all of the objects and users on the network to determine who can see what, who has access, when they have access, etc. We have found some legacy irregularities with our current Active Directory. Once that is resolved, we should be back on track to get everything into hybrid mode. Active Directory was going to be a problem regardless of what platform we went with.

Q: Do we have a new projected date for completion? A: Not yet, but forthcoming.

Q: What is the percentage of completion at this point? A: About 40%

Q: Is this costing more for taking so long? A: No.

The process we've gone through thus far has proven to provide a much more reliable system district wide.

b) Adobe Sign Electronic Signatures

Our District Business Services office, under the leadership of new Vice Chancellor Jonah Nicholas, has begun an internal pilot of using Adobe Sign for electronic signatures. The cloud-based service is provided by our district wide license agreement with Adobe. The state has issued guidance that they accept Adobe Sign as valid legal signatures. We have been using Adobe Sign internally in ITS as a level one alpha testing with timesheets, overtime/comp forms, requisitions, agreements, contracts, invoices, etc. It has worked well for many document types. District Executive Assistants and Senior Administrative Assistants are working together to roll this out at the District level first, with the thought that it will move to the colleges soon.

Comment: We need this in place considering our current scenario of working remotely.

Q: Are there any limitations regarding OS or requirements? A: Adobe Sign is in the cloud and accessible from a web browser. That's where you may see compatibility issues, depending on the browser you use and you will need internet access.

Q: Will we need to bring in our laptops to have Adobe Sign installed? A: Since it's in the cloud, no install is needed.

Q: Will documents route to the appropriate staff in order? A: That will come in later depending on how this is rolled out. | |
| 5. | **Guided Pathways – Updates & Reports**
For discussion:

a) CC & LPC | |

	CC – Noell: Chabot is still exploring various options for displaying program maps on the Chabot website. A recommendation for Program Mapper or DegreeWorks templates or possible a combination of both will most likely come sometime in Spring. They are also continuing to focus on career exploration tools. **LPC** – Bill: LPC has approved Program Mapper and are working towards implementing that tool. **District** – Bruce: EBCAN, East Bay College Agile Network is a state-wide initiative to provide bidirectional registration to students from a university to a community college and vice versa. There is a grant being sought to help facilitate this. The process is still being defined from a technology standpoint to find solutions to what they would like to accomplish. There is a technology and data group that has met quite a few times to make recommendations. One thought was for students to be able to build an SEP showing their community college level work as well as the university while tracking progress along the way. This could be done by having an instance of DegreeWorks at both institutions working together. We want to make sure this is a scalable solution. Comment: There are a lot of great conceptual ideas with the project but some of the challenges are that we use different systems across the board. We'll need something to help translate data from one school to the next. We'll need clarity on what they really want it to do before a technology solution can be found and put in place. **b) CRM Recruit, CRM Advise, DegreeWorks** **Recruit**: Now operational for events and communications will follow. There is one more upgrade being scheduled, bringing servers up to date. **Advise**: We are working on getting the necessary resources scheduled with the vendor. We may need a third demo for college staff to review the product again as we'll need their help on the best way to roll this out. We've experienced some delay due to the new project of decoupling of the academic schedule for student registration. **DegreeWorks**: The DegreeWorks upgrade SCFF project is complete. We are still working on the Advanced Reporting SCFF project but it's moving forward now that the upgrade is done. The vendor is working on a better print solution for student ed plans. Note: The new DegreeWorks reports are still in development and not publicly available just yet.	
6.	**Distance Education Topics** *For discussion:* a) **ConferZoom Upgrade – District Wide** CCC TechConnect is <u>requesting</u> that Districts upgrade to a district wide account and manage the user accounts and technical support for their district and college employees inhouse (does not extend to students). This topic has been brought to TCC for discussion. We are not currently committed to this upgrade. Points to note: - This upgrade would be for every staff member that uses Zoom, not just faculty. - Training resources and district-wide communications will be needed well in advance of a potential migration. - Zoom accounts would not be accessible during the upgrade.	Bring ConferZoom back to next meeting as an action item Add Inner Operability between College and District Tech Committees for discussion to next meeting

	- The upgrade will create a new Zoom URL as your personal link and to access Zoom via a browser. - Example where XXX would be the name of your college or district https://XXXX-edu.zoom.us/ - Newly scheduled meetings and recordings will begin with the new Zoom link. Links to meetings prior to the cutover date will no longer be accessible. You will need to use the new URL to access those past recordings. - CCC TechConnect recommends Canvas users to wait until the upgrade is complete before scheduling Zoom meetings that will begin after the cutover date. If not, Canvas Zoom meetings that were previously scheduled for dates after the cutover will need to be individually "activated" before use which may require DE support. They suggest to save important videos prior to the migration, just in case. Winter break was noted as the most viable timeline to upgrade with the least impact. There was a lot of concern around the amount of communication and training needs before the upgrade occurs since this affects all staff that use Zoom. Noted that adjunct faculty are not on site each term in order to benefit from communication and training, depending on timing. Q: Who will be responsible for the support of Zoom after the upgrade, district or college staff? If the colleges what departments? A: There isn't one organization to handle all of it, it really depends on who the user is and where their need stems from. Q: Do we know if CCC TechConnect would be providing user support after an upgrade? A: The support would be us, locally. Q: What are the two primary reasons we want to do this? A: CCC TechConnect is requesting the upgrade which means they may stop supporting it in time. Also, there was talk about the new LTI in Canvas being a better experience for faculty. There is no deadline to upgrade, yet. Q: Are we making a recommendation? A: We will bring this back in March as an action item in hopes the colleges discuss it at their local technology committee meetings and bring feedback to TCC. We'd like to see formal recommendations coming from the college technology committees rather than starting the conversation at a district level. We will add inner operability between college and district tech committees as an item for discussion in our March meeting. There was a request for a visualization like a flow chart.	
7.	**College Technology Committee News/Updates** *For information:* **a) CC & LPC** **CC**: Nathaniel – Chabot's first meeting will be February 9th. They will agendize the ConferZoom topic to get feedback. They plan to share what the huge accomplishments of Chabot Computer Support staff while others have been off campus. IST members are completing a survey to vote on moving forward with the recently discussed campus app and they are still working on accreditation. **LPC:** Tim – LPC tech committee asked him to create faculty profile directory pages based on a standard template. Now every faculty, staff, and administrator have their own profile directory page. LPC is moving from Symantec to Sophos which will come out in a campus wide message at a later date.	
8.	**Good of the Order/ Future Agenda Items**	

	For information/discussion: Scott – Web Accessibility plan/policy is being discussed in LPC's DE committee. He requested to bring the topic back to TCC for further discussion. He and Christy will present on State Authorization in DEMC's next meeting. Wing – Need a feasible solution to capturing W#s while being FERPA compliant. We will bring Personably Identifiable Information to the next meeting.	Add Web Accessibility for discussion at next meeting Add Personably Identifiable Information for discussion at next meeting
	Meeting adjourned @ 10:38am **Future Meeting Dates:** Mar 12, Apr 09, May 14 (2021)	