Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, March 12, 2021, 9:00am - 10:30am
Prepared by: Chasity Whiteside

Attendance: 11 voting members, 1 non-voting, and 5 guests, total of 17 total attendees. *(note: 8 voting members required to meet quorum)*

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

Item	Information/Discussion	Action
	Meeting called to order @ 9:03 am	
1.	**Welcome and Quorum Check** *For information***:** Quorum met with 11 voting members in attendance.	
2.	**Approve Today's Agenda** *For action:* Agenda approved with no changes.	March 12, 2021 Agenda Approved
3.	**Approve January 29, 2021 Minutes** *For action:* Draft minutes will carry over to the next meeting for approval.	

4.	**ITS News/Updates** *For discussion:* a) **Email Improvement – O365** We are testing and migrating our district mailboxes into the cloud, as well as locally on prem, which stays in sync between the two. We are testing right now for our early adopters of the O365 package that was available at no cost for educators through Microsoft. They will have a temporary change to their login information. IT will reach out individually to these early adopters so as not to confuse others. b) **Removal of Zoom Cloud Recordings** The state chancellor's office (CCCCO) sent a notice on March 1st stating "*Effective 03/08/2021 all TechConnect Zoom recordings with a creation date prior to August 15, 2020 will be deleted from user accounts. Once these files are deleted, they will be held in Zoom trash and available for retrieval by you for 30 days after the date of deletion. However, after 30 days in Zoom trash, any recordings held there will be permanently removed and no longer be accessible.*" There was another statement sent on March 4th confirming the CCCCO has decided to push the deadline for exporting Zoom recordings back to June 30, 2021 in order to minimize the impact on instruction throughout the state. We have until the end of June to migrate our old recordings created prior to August 15th to another location. Although we have time, we need to work on this now so faculty are well informed and do not lose access to their instructional materials. The lack of storage options and storage limits were discussed at great length in detail. LPC DE committee is looking at creating storage guidelines to assist faculty with best practices for storing content.	
5.	**Accreditation** *For discussion:* a) **District Strategic Plan – ITS** District Wide Strategic Plan has a one page write up dedicated to ITS that lists priorities for the next five years. This could be used as a planning and/or accreditation resource. b) **Annual Program Review** There is an ITS program review every year. The latest one is available on the ITS website. c) **Technology Board Policies and Administrative Procedures (BP/AP)** BP/APs are reviewed once every 3 years with the final approval from Chancellor's Council before going to the board of trustees. Right now, council is working in the 5000s with BP 5040 being reviewed soon. Next year we will review BP 6340 which currently does not have an AP associated with it. BP 6520 applies to ITS and accessing hardware. When these come under review we may think about reorganizing them for a better flow of information.	

Q: Templates for BP/AP 3725 Information and Communications Technology & Accessibility & Acceptable Use was presented at Chancellor's Council for discussion. Where would that fit in with these and what's the timeline? A: There is opportunity for it to be included in some of these or as a standalone.

    i.   **BP 3720 – Acceptable User Policy**
   ii.   **BP 6520 / AP 6535 – Use of District Equipment**
  iii.   **BP 6340 / AP 6365 – Accessibility of IT Systems**
  iv.   **BP 5040 / AP 5040 – Student Records, Directory Information and Privacy**

6.	**Inner Operability between College and District Technology Committees** *For discussion:* Bruce shared the Revised IPBM flow chart showing the flow of communication and planning between the colleges and district shared governance committees. You'll notice TCC sits directly in the middle and has arrows pointing to the district's Planning and Budget Committee (PBC), Facilities Committee, Educational Support Services Committee (ESS), as well as an arrow coming from a list of college committees. We have moved away from this model a bit over the years, but this is what we have on record at this time. Chancellor's Council is currently reviewing the district shared governance structure, so we'll see updates from that group. It was noted that Distance Education (DE) is not reflected in this chart so there is no defined place for them to go to for district wide issues. In the next iteration, we need to include DE so it's clear.	

7.	**Distance Education Topics**
	Information/Action:
	
	a) ConferZoom Upgrade Recommendation (*action item*)
	
	    This is to decide whether or not we want to move to a subaccount and make a formal recommendation to the chancellor.
	
	    CCCCO asked us to create a subaccount to use district wide. Our Zoom meeting links would change and the district would become responsible for managing accounts in house. For faculty, this would update the interface in Canvas for Zoom. There is no required date to cut over and we'd want to do this at a time of minimum impact. If we decide not to move forward with this, there may be a future timeline implemented in which we have to cut over by a particular date.
	
	    Q: How many institutions have made this change? A: That information has not been published.
	
	    Q: Who will be responsible for training everyone in the district? A: Depends on where the support request is. For non-instructional and administrative positions that would fall on ITS. Was noted that some faculty use Zoom outside of instruction.
	
	    Chabot COOL committee passed a resolution approving the recommendation to cut over during a semester break for minimum impact. Chabot IST discussed the topic but did not vote. Their general consensus was the same as COOL's.
		TCC will submit a recommendation to move to a CCCConfer Subdomain to the Chancellor, to be done at a time that effects our student body the least.

Winter break is best for faculty but not for administrative procedures as there is only a 3-day weekend between Spring and Summer. The idea was after Summer and before Fall since there's a week-long break between the two, but then we fall into the training issues since faculty will be returning from Summer. The more classes go face to face the less this will be something relied on so heavily.

Q: What does this cost and how does this impact our overall storage capacity? A: This is still a free tool, so no cost for the cutover. We could purchase additional online storage space after the cutover.

Motion: That we submit a recommendation to move to a CCCConfer Subdomain to the chancellor, to be done at a time that effects our student body the least.

Motion was seconded and the committee members voted to approve with 0 nays and 0 abstentions.

b) Web Accessibility

Last year TCC discussed having a web accessibility plan or guidelines that would be used in conjunction with the web accessibility BP/AP 3725. Since the BP/AP won't be reviewed for another year, according to the review cycle, not sure it's wise to do this now. If we'd like to go ahead, there are some questions. Should this be done at the district or college level? Should it include all accessibility or just web accessibility? It's hard to discuss this without the webmasters here.

We should have a clear process in place for quick remediation once any issue is found. We don't have a policy or procedure officially stating how this should be done. Ideally, we'd have something in place before we jump to the remediation stage as this is what we're trying to prevent.

Q: Could we have a mandatory web accessibility training for folks to go through before giving them access to update public facing content online? A: That would have to go to the chancellor as a recommendation.

Action item for next agenda, a recommendation to the chancellor requiring mandatory web accessibility training for faculty and staff that post public facing online content.

c) CVC Exchange

Both LPC and CC have completed the requirements to become home colleges in the CVC Exchange. The technical integration still has to take place before either college can become a teaching college. The work on course finder needs to be done as well so students from other colleges can see available seats so they know to apply or not. This is really just an update as the next steps are for District ITS to work with CVC to make it happen. The CCCCO wants all colleges to participate by 2022/2023.

Q: What's the difference between home college and teaching college? A: Home college is where our students can take courses at other colleges that are in the Exchange. Teaching college is where other students from other colleges could then take our courses. Home colleges gets the credit for certificates/degrees awarded and the teaching college gets credit for the FTES.

	Action item for next agenda, a recommendation to the chancellor requiring mandatory web accessibility training for faculty and staff that post public facing online content.

	It's very easy for CVC/OEI to map this out theoretically, but that's not how the data flows. There are a number of nuances around seat count and waitlists. We need to reach out to Coast Community College to see how they are managing those types of nuances. There are also questions around financial aid, student discipline issues, and providing accommodations.	
8.	**Guided Pathways News/Updates** *For information:* **a) Chabot College & Las Positas College** **CC** from Noell: From a tech standpoint our primary focus for the year, has been to figure out how we'd like to display program maps on the college website. She's been working with the webmaster and collaborating with GP leads to determine what functionality, design and overall content they'd like to see. They've evaluated software solutions that are a fully packaged program like Program Mapper and other solutions like a customized website. They've decided they want to go with more of a customized website. Now they're exploring the possibilities of pulling data from just one data source versus being dependent upon multiple data sources working in tandem. They are currently looking at college processes like curriculum and program review and how they can use those processes to facilitate regular review and revision of the online mapping content. Also, they are looking at the ongoing staffing needs for this work to see if additional personnel may be needed. Noell is looking at the possibility of using templates within DegreeWorks that could then populate the information online from the template, similar to what some other colleges are doing. **LPC** from Bill: They are moving forward with Program Mapper. Career Coach will be funded through Perkins beginning with a light implementation. They would like more information on Ellucian Advise, and not the recorded demo but rather internal district staff to discuss functionality. They are exploring texting options like Mongoose for communicating with students. **b) District, CRM Recruit, CRM Advise, & DegreeWorks** CRM Recruit: Rachel is working with LPC outreach on events and will reach out to Chabot soon. Communication is the next phase, where Recruit sends automatic communications to the students that attended events. Then the integration piece tracks the student from that first contact through to registration. CRM Advise: More to come at a later date. DegreeWorks: Reviewing a new customized print process for student SEP as the recent upgrade took away that functionality.	
9.	**College Technology Committee News/Updates** *For information:* **a) CC & LPC** **CC**: Nathaniel – Continuing texting platform with Mongoose. College administration is giving the go-ahead for the Chabot specific campus app.	

	LPC: NA		
8.	**Good of the Order/ Future Agenda Items** *For information/discussion:* None		
	Meeting adjourned @ 10:32 am **Future Meeting Dates:** May 14 (2021)		