Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, May 14, 2021, 9:00am - 10:30am
Prepared by: Chasity Whiteside

Attendance: 12 voting members, 2 non-voting, and 20 guests, total of 34 total attendees. *(note: 8 voting members required to meet quorum)*

Chairs (3)	Classified Senate (3)	Student Senate (2)	Guests (cont.)	Guests (cont.)
☒ Bruce Griffin (DO CTO) (non-voting)	Christina Davis (CC)	☐ Stacy Harris (CC)	Stacey Followill	Jill Carbone
☒ Christina Davis (CC Classified Supervisory)	☒ Rachel Ugale (DO)	☒ Anthony Simion (LPC)*	Andi Schreibman	Elizabeth David
☒ Bill Komanetsky (LPC Faculty) (non-voting)	☒ Scott Vigallon (LPC)	☒ Shatoparba Banerjee (LPC)*	Cindy Balero	Angela Castellanos
Administration (4)	**Academic Senate (4)**	**shares one seat/vote*	Wing Kam	
☒ Nathaniel Rice (CC)	☒ Jeff Drouin (CC)	**Guests**	Cathy Gould	
☐ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Tamica Ward	Kathleen Aubel	
Vacant (ITS)	☒ Ruth Hanna (LPC)	Chasity Whiteside	Paulette Lino	
Bruce Griffin (DO)	☒ Jeff Judd (LPC)	Abigail Patton	Barbara Chavez	
College IT Managers (2)	**Bargaining Units (2)**	Frances DeNisco	Kristina Whalen	
☒ Sara Woods (CC)	☒ Debbie Fields (FA)	Safiyyah Forbes	Amy Mattern	
Stephen Gunderson (LPC)	☒ Timothy Druley (SEIU)	Jamal Cooks	Brian Messer	

Item	Information/Discussion	Action
	Meeting called to order @ 9:01 am	
1.	**Welcome and Quorum Check** *For information***:** Quorum met with 12 voting members in attendance.	
2.	**Approve Today's Agenda** *For action:* Agenda approved with no changes. All in favor, no abstentions.	Agenda Approved
3.	**ITS News/Updates** *For discussion:*	

	a) Email Improvement – O365 FYI - District office lost power this morning and we're in the process of bringing things back online, including phone lines. We've been very successful in moving mailboxes into the cloud, overcoming our largest hurdle in this project. The size and count of items in your mailbox can make the move a lengthy process. We are targeting the weekend of June 19-20 to move everything into the cloud. This should be largely transparent but there may be things that pop up, like the setup of mobile devices in which there will be a slight change in the settings to redirect the mobile app to the cloud.	
4.	**Distance Education Topics** *Information/Action:* **a) Mandatory Web Accessibility Training Recommendation (action item)** Change in title – Mandatory Recommendation on Web Accessibility Training Scott would like to see a board policy around web accessibility training. LPC's DE committee approved some DE accessibility guidelines with the knowledge they will be superseded in the future with board policy. This recommendation would go to the Chancellor to recommend he negotiate professional development training for faculty around web accessibility for both online teaching and website publishing overall. TCC recommends to the chancellor the creation of a web accessibility policy to cover academic and administrative sites as soon as possible to fulfill accreditation requirements and incorporate professional development in support of the policy. All in favor, no abstentions. **b) CVC Exchange from Home College to Teaching College Status Update** Essentially, District IT needs to work with CVC to take care of the last two pieces to make us a teaching college, setting up live seat counts in CVC exchange and to further allow students to take courses at CC and LPC. IT needs guidance from CVC to work on details. Q: Are we on the state's project timeline? A: No, we still need to get on it. IT will set up a meeting with the IT Banner student team, college A&R and DE folks to start this kickoff process. **c) Systemwide Technology Access Collaborative (STAC)** STAC order forms have been released. District funded several programs last year. What will be funded this year and what is the ordering process?	a) TCC recommends to the chancellor the creation of a web accessibility policy to cover academic and administrative sites as soon as possible to fulfill accreditation requirements and incorporate professional development in support of the policy. b) IT will set up a meeting with the IT Banner student team, college A&R and DE folks to start this kickoff process. c) Colleges to submit final STAC order forms to CTO office with a request for funding.

	Discussion ensued around specific software programs that the colleges use for instruction. Concerns regarding funding levels with the deadline of June 15th to submit final order forms. Bruce will take the final order forms to the VC of Business Services to ask for funding. **d) DE Flex Classrooms at Chabot** Christy started looking into high flex classrooms and how could they utilize them at Chabot to provide students flexibility long term. The idea is that students can attend in person or via Zoom during a live class time. Christy has been working with local college IT and facilities to find the best options and timing for implementation. Some faculty are interested in creating training cohorts to help faculty better learn how to use this technology. Noted that students cannot be in a classroom without an instructor present as well. There was a lot of discussion on how the classrooms may be used.	
5.	**SCFF Strategic Enrollment Scheduling Tool Recommendation (action item)** *For action:* To prepare for the eventual transition to the Student-Centered Funding Formula (SCFF), in February 2019 the Funding Formula Committee (FFC) formed a subcommittee to create an application and rubric. The application's purpose was to solicit high impact initiatives, proposals and processes that are fiscally responsible and lead to increased funding based on any of the State's three funding formula components: base allocation, supplemental allocation, and student success allocation. The Strategic Enrollment Management Scheduling Tool was one of three projects funded from the second round of SCFF project applications. In the first year, a cross-functional, cross-District team conducted a needs assessment and review of available products supporting the following goals: increase the average number of units taken by students by alleviating schedule "choke points", minimize course overlap through an analysis of heat maps, and utilize predictive analytic and pathway data to build a schedule that maximizes enrollment and completion goals. The review team recommended Ad Astra's Align/Predict/Monitor product to the District Technology Coordinating Committee. The tool was scored high for its ability to schedule for guided pathways, ability to report and recommend course offerings based on enrollment trends and pathway data, and tactical and strategic features. Brian Messer presented Ad Astra's Align/Predict/Monitor tool to the committee. The Technology Coordinating Committee endorsed the recommendation. All in favor, 1 abstention.	The committee endorsed the recommendation.
6.	**Approve January 29, 2021 & March 12, 2021 Minutes** *For action:* Both sets of minutes approved with no corrections. All in favor, no abstentions.	Minutes Approved
7.	**Guided Pathways News/Updates** *For information:* **a) Chabot College & Las Positas College**	

	No update from the colleges **b) District, CRM Recruit, CRM Advise, & DegreeWorks** No update from District.	
8.	**College Technology Committee News/Updates** *For information:* **a) CC & LPC** **CC**: Meetings are done for the year. Looking forward to next year. They will have two new chairs (admin and faculty). **LPC:** Program Mapper and Career Coach have both went live on the LPC website.	
9.	**Good of the Order/ Future Agenda Items** *For information/discussion:* None	
	Meeting adjourned @ 10:30 am **Future Meeting Dates:** Fall 2021: September 10, October 08, December 10 Spring 2022: February 11, March 11, May 13	