Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, December 12, 2021, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

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)	☐ Theresa Pedrosa (CC)
☐ Christina Davis (CC Classified Supervisory)	☐ Rachel Ugale (DO)	☐ Vacant
☐ Bill Komanetsky (LPC Faculty)	☐ Scott Vigallon (LPC)	**Guests:**
Administration (4)	**Academic Senate (4)**	Angela Castellanos
☐ Nathaniel Rice (CC)	☐ Jeff Drouin (CC)	Chasity Whiteside
☐ Stephen Gunderson (LPC)	☐ Lisa Ulibarri (CC)	Danita Troche
Vacant (ITS)	☐ Ruth Hanna (LPC)	Erika Dishman
Bruce Griffin (DO)	☐ Jeff Judd (LPC)	Kevin Kramer
College IT Managers (2)	**Bargaining Units (2)**	Theresa Fleischer Rowland
☐ Sara Woods (CC)	☐ Debbie Fields (FA)	Wing Kam
Stephen Gunderson (LPC)	☐ Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:03 am	
1.	**Welcome and Quorum Check** *For information***:**	
2.	**Approve Today's Agenda** *For action:*	
3.	**Approve November 19, 2021 Minutes** *For action:* Draft minutes will carry over to the next meeting for approval.	

4.	**Ad Astra Status** *For discussion:* • Allows for better scheduling of classes • Uses our current database(s) • Our data needed to be massaged • We are in the testing stage • Scheduling portion is underway right now • Vice president's office will manage access • Point person in IT	
5.	**East Bay CAN** *For discussion:* • Cal State east bay is our main transfer partner • Working with them for about 2 years. • Pathway development • Cultural understanding • Puente program mergers • Ensuring LPC college courses are in alignment. Course selection in alignment with bachelor's degree • Lag in transcript data. Creates a bumpy start. COMPASS navigation tool may be able to help with this. Create a portal for LPC/Chabot students to have their courses reviewed early by CSEB for a most effective path • Data agreement upcoming • Single pane of glass. However, since they are not a Degreeworks/Banner school, work needs to be done to do this • Business process is needed - not just technical • Cal State East bay is leveraging a lot of their work to help • We are still in the preliminary discovery phase, so no real plan yet. Looking for a Fall 2022 pilot looking more towards Spring of 2023	
6.	**Vaccine Software Update** *Information:* • Over 7,400 students have been approved for enrollment. About 39% of Spring 2021 student enrollment (19,000) • Trend is steadily moving up	

	• Better marketing needed • The process is being simplified	
7.	**Single Sign-on/Identity Management** *Information:* • We have been relying on an old product with issues. Does not differentiate between LPC and Chabot (as an example) • Octa has endorsements from the state's Chancelore's office. Single sign on cloud tool with provisioning/work flows • Will automate the Zonemail account process. Improve the ability to bring on new portals/Log-In's. • Much more functional than what we have. • Going to board next week. • Will need to work on the Unicom tool that is used by the libraries to make sure those resources see an improvement • Possibility of also integrating Canvas as a portal into this single sign on	
8.	**District ITS News/Updates** *For information:* • Email improvement project. Still fine tuning things on the back end. Now, all email coming in through the Office 365 system first instead of bouncing off of our local servers then into the cloud. Dramatically reduces the junk mail. An important step to turning off our on-site servers. One server will be kept on line for administrative purposes. Down from 6 email servers down to 1 which really doesn't host any email. • Planning: Coordinating with purchasing to start reviewinig in the new year • Canvas studio license will expire in June 2022. Something that may need to be discussed in this planning cycle • Need to get ahead of tool identification to get these expenses up to the state board	

	• Which version of turn-it-in gets purchased from who? Multiple sources that need to be decided upon • Pronto has been a life saver for many instructors and students	
9.	**Guided Pathways** *For information:* • Perhaps we don't need this any longer. Will be considered.	
10.	**College Technology Updates** *For information/discussion:* • LPC: (Scott) Presentation on web site analytics. What percentage of people were clicking which links off of the home page. HyFlex technology. Pilot in Spring 2022. New text messaging system (ocelot?). Scott asked for access. • Chabot: Full committee now. Chabot-Go app Marketing materials are forthcoming. New student process of on-boarding. Getting multiple stakeholders to 'do' the opt-in channels. Scott at Chabot has done extensive testing with OWL cameras. Chabot has looked at ocelot as well seeing it as very capable.	
11.	**Good of the Order/ Future Agenda Items** *For information/discussion:* • Smart board/Glass board at Chabot. https://www.youtube.com/watch?v=wCOuu0-o5YI • HyFlex technology. Pilot in Spring 2022. New text messaging system (oscelote?). Scott asked for access. Bill may be testing the technology next week hopefully. Permenent soltuion will be front and rear classrooms and very high quality.	
12.	**Meeting adjourned @ 10:32 am** **Future Meeting Dates:** February 11, 2022	