Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, October 14, 2022, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

Attendance: 9 voting members, 1 non-voting, and 9 guests, total of 19 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)**	Chasity Whiteside
☒ Nathaniel Rice (CC)	☐ Miguel Colon (CC)	Wendy Poling
☐ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Thomas Dowrie
Vacant (ITS)	☒ Carlos Moreno (LPC)	Ann-Marie Fisher
Bruce Griffin (DO)	☒ Jeff Judd (LPC)	
College IT Managers (2)	**Bargaining Units (2)**	
☒ Sara Woods (CC)	☐ Debbie Fields (FA)	
Stephen Gunderson (LPC)	☒ Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:04am	
1.	**Welcome and Quorum Check** *For information*:	
2.	**Approve Today's Agenda** *For action:* Approved with modification to move item 12 (Guided Pathways) up to item 5. Bill Komanetsky moved/Theresa Pedrosa 2nd Today's agenda with modification approved by Committee 7 yes votes, zero no votes, zero abstentions	Approved
3.	**Approve May 13 Minutes** *For action:* Bill Komanetsky moved to approve, Theresa Pedrosa 2nd May 13 minutes approved with 9 yes votes, zero no votes, zero abstentions	Approved

4.	**Approve Sept 9 Minutes** *For action:* Bill Komanetsky moved, Theresa Pedrosa 2nd September 9 minutes approved with 8 yes votes, 1 abstention (Tim Druley), and zero no votes	Approved

5.	**Guided Pathways News/Updates**
	Information:
	   a. **Chabot College & LPC College**
	     Chabot College did not report
	     LPC College: Bill Komanetsky reported on behalf of the LPC Guided Pathway group
	        o Phase 2 of Canvas shells for each pathway for Fall of 2023 has begun
	        o Canvas shells are formatted Canvas pages which are based on major codes and possibly additional data on conversations about best practices. This is being done by other colleges in the area with a fairly high level of success
	        o Continue organization of Pathway specific information from Website into Canvas where most of our students spend their time
	        o Seeing Canvas announcements and calendar features related to key student services and academic pathway information
	        o Increased networking & campus life information, organized by pathway alignment
	        o Ancillary Stakeholders around campus can post announcements in Canvas, ideally organized by pathways when possible, such as Financial Aid & Scholarships, Transfer information, Internship & Work opportunities, etc.
	        o Technology plan supported by the LPC president
	        o LPC has committed to Ellucian advise implementation
	        o Single Sign on
	        o Civitas Scheduling Software presentation to take place on October 21st
	        o https://www.civitaslearning.com/platform/planning/
	        o Course demand prediction
	        o Scheduling conflict resolution
	        o more (see web site)
	
	     Scott Vigallon and Christina Davis discussed the issues with the amount of new date imports and testing needed to make sure Canvas works as needed under the above listed implementations, what is the expected turnaround to update Canvas when a student changes majors, what the impact on daily data feed will be, are there issues concerning FERPA?
	
	   b. **District, CRM Recruit, CRM Advise, & Degree Works**
	      Degree Works: District is currently seeking funding source for merger of our two instances that would be taking place in the spring 2023. This will let us integrate degree works into some our new systems we'll be bringing on board such as CRM Advise as well as Ellucian Experience as well as upgrade which should restore the ability to print student Ed plans in the office.	

	Guided Pathways News/Updates (cont'd) **CRM Advise:** Big push right now for functional consulting prior to go live. Rachel Ugale was thanked for her flexibility with scheduling issues to complete this. Currently the team is working through a late stage technical problem and has an open Ellucian ticket to correct this. Saturday, October 29 during the morning hours is the window for maintenance allowing the team to do necessary upgrades prior to uploading our data to the cloud. **EBCAN:** East Bay College Agile Network creates a pathway for students who wish to transfer to Cal State East Bay from either Chabot or LPC. The technical meetings have been productive and we're working with the functional folks to flesh out what the solution may look like, which will most likely be integrated into our new portal with information and content on a card specific to students who are seeking transfer to CSUEB. Ideally, Degree Works would be able to show a pathway beyond our colleges up into the classes that they would need to transfer to CSUEB. That would be a big lift and needs a careful look from a technical standpoint to verify it is even doable as CSUEB and our colleges are on different systems. There's a lot of details to work out but in the meantime, we'll focus on the portal content.	
6.	**Continuing discussion of TCC Annual Goals** *For discussion:* Total Cost of Ownership (TCO) model last addressed in 2017 needs to be revisited to ensure our estimates of what we need to support the technology are accurate. Specifically, we need to account for: • How easy PCs are to maintain • How many folks it takes to support PCs, servers, and network equipment	
7.	**Ongoing Project Review and Updates:** *Information and discussion:* **OKTA:** SSO solution for Zonemail for students and Ellucian Experience portal will be complete in November which will eventually replace the W number pin combination that is used for Class Web and. This will facilitate password resets with a more modern approach that should alleviate some pressure from Admissions and Records staff who currently are tasked with helping students reset their pin numbers. **Ellucian Experience:** This is a card-based platform that we hope to have a demo ready for the next TCC meeting in November. The plan is to finish revision one by Thanksgiving to be ready for pilot and focus groups. Revision two should launch in mid-March with a general release that will run parallel to Class Web. Students will be able to log in to Experience and access their registration	

	Ongoing Project Review and Updates (cont'd): and their other Class Web content without going to the Class Web page. Experience and Class Web will run parallel so students are not limited to only using Experience while we transition. **Banner Self-Service 9:** The goal is to be able to present to the Board by the end of the Spring Semester 2023. Currently, we are seeking a funding source for this. Banner Self-Service 9 modernizes the look and feel of Class Web with a much more user-friendly view. All pages, especially the Registration page are greatly improved and both Experience and Banner Self-Service 9 are listed as accessible and are web responsive so will work well on mobile phones, as well. **Kennedy & Company Enrollment Analysis:** We are doing a great deal of reporting for this and Kennedy & Company have brought on board their consultants to help us maximize our enrollments. Rachel Ugale and Liem Huynh were thanked by the CTO for the doing such a great job on this especially given the extraordinary amount of data Kennedy & Company has requested. This team is also working on the Counseling Dashboard to support the provisions of the new FA contract.	
8.	**Installing Zoom Apps** *Discussion:* Scott Vigallon brought up the topic of being asked by a librarian if it was possible to install apps on Zoom. Given there are thousands of apps for Zoom available and we do not have any process in place (vetting, approval, who can install apps, are the apps ADA compliant, etc.) who will be allowed to install apps on Zoom and will only free apps be allowed to be installed. There are similar issues with Canvas. Currently faculty are allowed to add apps into their courses with some apps being installed in the global account level and camera so both colleges could us it. An example are textbook publisher apps. Some apps are installed by Scott Vigallon and Christina Davis to their respective sub-account levels for use of their respective colleges only. A process needs to be developed to support apps being installed on Zoom. Scott Vigallon, Christina Davis, and Bruce Griffin will lead a discussion with Administrators is needed to define a process for this so that we can recommend to the Chancellor.	
9.	**Using Ally vs Pope Tech** *Discussion:* Ally is a web accessibility software tool and it is integrated into Canvas. We purchase the license. To date, only the student part of Ally has been enabled. Due to the heavy training load, neither the faculty nor the administrative portion has been enabled. The question is do we enable the faculty and administrative parts? The administrative part allows administrators to go in to Canvas and see at a macro level how many documents are or are not accessible and thereby can ascertain a great deal of data. Pope Tech has been offered to us for free by the CCC Accessibility Center. Pope Tech does some the same thing that Ally Faculty tools do. It is in Canvas and you click a button that will detect that page, what is accessible, what is not, and how to fix it.	

	Using Ally vs Pope Tech (cont'd) Ally is fairly expensive at $15,000.00 and Pope Tech is free, but for how long? However, the colleges are using Ally for students and Pope Tech for faculty successfully so we will continue to do so for now and will revisit when the budget comes up in February 2023.	
10.	**Disabling ePortfolios in Canvas** *Information:* Spammers were exploiting the OEI website by creating spam accounts. OEI recommends we remove the portfolio function from Canvas to disallow students from India and Pakistan to exploit this weakness. Since the portfolio function is not greatly used by students, from a security standpoint, the portfolio function in Canvas will be removed to protect student information and Banner. Students who have or are using the portfolio function will be notified that is going to be removed by next weekend (October 22 – 23).	
11.	**CVC/OEI Exchange** *Information:* Item carried over from September 9 meeting. Stacey Followill is aware what is needed from a technical end to become a run through. We will keep this item on the agenda to keep it at top of mind.	
12.	**District ITS News/Updates** a. **Security Assessment:** The State is providing us a significant amount of money for security with a few conditions attached. First, we had to complete a system inventory and take a survey on our security practices which we've done. After the security assessment, we now have to complete a remediation report that is due twice a year. We do not know if the money is contingent upon having to do the assessment and the survey annually but will do both as a good practice.	

13.	**College Technology Committees News/Updates**
	    a. **LPC:** Tim Druley updated the LPC Tech Committee are moving to Azure Servers which will be an in-house server farm that will for things to be placed in the cloud. Also, the Verizon tower will start to be installed on the LPC campus but that will still leave T-Mobile and Sprint users without coverage on campus.
	    b. **Chabot:** Nothing to report.	

14.	**Good of the Order** Ann-Marie Fisher brought up the topic of Spring 2023 TCC meeting dates. It was agreed upon that the Spring semester TCC meetings will be held on the second Friday of each semester month without the need to change dates due to holidays or Spring break.	
	Meeting Adjourned at 10:23 with nine affirmative votes. **Future Meetings: Nov 18, Dec 9** **Spring 2023 Meeting Dates: Feb 10, Mar 10, Apr 14, May 12**	