Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, May 10, 2024, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

Attendance: 7 voting members, 2 non-voting, and 7 guests, total of 16 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)	☒ Cathy Gould (DO)	☐ Brody Price (LPC)
☒ Tim Druley (LPC Classified)	☒ Scott Vigallon (LPC)	**Guests:**
Administration (4)	**Academic Senate (4)**	Ann-Marie Fisher Thomas Dowrie
☒ Nathaniel Rice (CC)	☐ Mona Abdoun (CC)	David Reed Caren Parrish
☐ Stephen Gunderson (LPC)	☐ Lisa Ulibarri (CC)	Heather Oshiro ReVoyda Starling
☒ Kristen Whittaker (ITS) (non-voting)	☐ Carlos Moreno (LPC)	Wing Kam
☐ Sara Wood	☐ Jeff Judd (LPC)	
☐ Bruce Griffin (DO)		
College IT Managers (2)	**Bargaining Units (2)**	
☐ TBD (CC)	☒ Debbie Fields (FA)	
☐ Stephen Gunderson (LPC)	☐ Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:03am	
1.	**Welcome and Quorum Check** *For information*: Quorum not met this meeting is for informational purposes only	
2.	**Approve Today's Agenda** *(action item)*	**Not approved to due quorum not met**
3.	**Approve April 12, 2024 Minutes** *(action item)*	**Not approved to due quorum not met**
4.	**MyPortal Update** *Information:*	

Apps Services is currently training with Ellucian to learn how to create new cards that will be more functional so cards will be analytical and have action. There is an entire ecosystem of technology to learn and this technology behind this is maturing as we go and we are moving a lot faster than other places. The cards will have information connected to an announcement on a page. Users can do things such as pay their account or change their address from a card. Apps Services is also looking into whether an official transcript can be pulled from card.

The dream card is "The Countdown to Registration" that will allow students to know how many days, based on registration priority group until the can register. Currently, we send notifications out for early enrollment but the majority of students don't register until general registration opens. The Countdown Card will keep reminding students to register until they register. They will also see their Guided Pathway card and cards associated with that Pathway. If their pathway changes, so will associated cards.

The same applies to faculty and staff. Cards will be customized for them based on their role, major (for students) and department. The goal is for MyPortal not to be a Class Web facelift but to be an actual customized portal for all things CLPCCD regardless of the user's role (student, faculty, staff). It should also be noted that the underlying technology for ClassWeb is going to be upgraded as well with the goal of eliminating some of the paper, including being able to do online requisitions in a much better way than the current Banner does them but there is a lot of vetting to be done to see if it is usable as this new version would be a big step up.

There will be a user group/governing body and one of their tasks will be focusing on curating what's in the portal. We need to be mindful of the number of cards because we do not want to inundate the students with too many cards because we'll eventually end up with ClassWeb2.0 with all its links. This is why it is important to be mindful with our approach and ask how effectively are we serving our students and staffs with MyPortal.

For staff users, there is discussion about creating Task Lists for managers so they can see a list of requisitions that require their approval. We are also thinking about our use of Banner which is the source of our data and how our users are really utilizing Banner. Has a dean updated faculty members as active in Banner with HR? If a faculty member isn't active in Banner, they won't be active in MyPortal.

So, we are looking at workflows and how people move through the process. For instance, when an employee leaves due to retirement, termination, or for other reasons, they need access to W-2s for a certain number of years which leads us to looking at policies for My Portal and how long former employees, numerate faculty special groups need access and we're establishing what is our populations.

A discussion ensued on how new employees get access to MyPortal and how counselors can assist PRMG and ITS get the word out to students to activate their MyPortal accounts.

   a. **Accessibility Group** (this will be a stand-alone agenda item going forward)
      This has been presented to SLT and they have requested more information before they will make a decision. They have suggested more work needs to be done on the management side with regard to how this group fits into our current governance structure, specifically with how it deals with academic software. We also need to look more closely at how accessibility resources will be allocated (will the resource go to the colleges or the district?).

5.	**Guided Pathways News/Updates** *Information:* <ol type="a"> - Chabot College & Las Positas College Chabot College: Click here for Heather Oshiro's update: District Technology Coordinating Committee.docx LPC: no update - District, CRM Recruit, CRM Advise, & Degree Works **CRM Recruit** per CTO Griffin is in a holding pattern as project management methodology needs review. **Degree Works** update provided by Kristen Whittaker. Options for go down dates have been emailed to the project team so the team can determine the best time to do the merger upgrade and move to OCI (Oracle Cloud). Kristen Whittaker acknowledged Noelle Adams and So-Jin Moon on their amazing work as Degree Works administrators at the colleges. They will provide support and training to college staff on Degree Works. There is a Degree Works link that can be brought into Advise so a counselor does not have to go out of Advise to get to Degree Works. The goal is to have the Degree Works merger complete before Convocation in August.	
6.	**District ITS News/Updates** *Information:* Kristen Whittaker provided the update. The migration to the Cloud is in the second phase. The team is also working on single sign-on as well as on the Degree Works merger. David Reed mentioned the Ad Astra data modality is much improved which has positive downstream impacts on Pathways and Registration. **Technology Planning**: CTO Griffin provided the update. This is ongoing and updates will be generated soon.	
7.	**College Technology Committees News/Updates** *Information* <ol type="a"> **Chabot College:** Thomas Dowrie provided the update. Chabot Technology Committee completed the scoring of PAR technology requests for 2023 – 2024. There were seven requests and they will present the scoring to PRAC on May 15. On May 14th is the last Chabot Technology Committee meeting for the academic year. Agenda items include discussing AI, fraudulent enrollments and Title II ADA requirements. It will also be the last meeting for Thomas as the Committee chair. CTO Griffin thanked Thomas for his service to the committee. **Las Positas College** Tim Druley said the online catalog went live and they also went live with Meta.	

8.	**Open Discussion** *Discussion:* Caren Parrish asked if District ITS was aware of the new pattern of bots enrolling fraudulent students? They get dropped by Admissions, but they re-enroll and fill the waitlist. CTO Griffin confirmed ITS was aware of the situation and informed the Committee that ITS was looking at making their internal spam filter smarter and augmenting it with an external product. ITS has also had this issue of fraudulent enrollment added to the SLT agenda to look at other methods we may be able to employ to address the issue. Caren Parrish noticed the W numbers of fraudulent enrollees are from the same sequence which is how she was able to identify them as fraudulent. She will email those W numbers to CTO Griffin and ITS will block these. The bots are sophisticated and are mixing WiFi hot or cellular hotspots moving tower to tower trying to obfuscate their IP addresses. The concern is not only making classes unavailable to legitimate students but if the fraudulent enrollees receive financial aid, the amount of money they get could reach into the millions.	
9.	**Good of the Order** *Discussion:* Heather Oshiro gave a shout out to Chabot's Admissions and Records who were able to ensure a student who was invited to graduation even though she had not submitted her request for a degree. The student came to Heather for assistance who helped the student with the appropriate paperwork for a degree and Heather hand delivered the paperwork to Director Lino who confirmed the student had been invited to graduation. Although the student had not filed her paperwork, thanks to the proactiveness of Chabot's admissions office and evaluators like Noelle Adams, they made sure that students who earned CSU breadth were invited to graduation. This is a huge deal because students do not always know they need to be invited or submit paperwork, or submit paperwork on time, but because of what happens behind the scenes, students who qualify to walk the stage and get their degrees in front of their families and that's wonderful.	
	Meeting ended, not adjourned due to quorum met being met. **Future Fall 2024 Meetings: Sept 13, Oct 11, Nov 8, and Dec 13**	