

**Attendance: 16 voting members, 1 non-voting, and 6 guests, total of 23 attendees. (note: 8 voting members required to meet quorum)**

<b>Chairs (3)</b>	<b>Classified Senate (3)</b>	<b>Student Senate (2)</b>
<input checked="" type="checkbox"/> Bruce Griffin (DO CTO) (non-voting)	<input checked="" type="checkbox"/> Cathy Gould (DO)	<input checked="" type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Lisa Ulibarri (CC Faculty)	<input checked="" type="checkbox"/> Angela Castellanos (CC)	<input type="checkbox"/> TBD (LPC)
<input checked="" type="checkbox"/> Tim Druley (LPC Classified)	<input type="checkbox"/> TBD (LPC)	
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	<b>Distance Education (2)</b>
<input checked="" type="checkbox"/> Stephen Gunderson (DO)	Lisa Ulibarri (CC)	<input checked="" type="checkbox"/> Christina Davis Roza (CC)
<input checked="" type="checkbox"/> Sara Woods (ITS)	<input checked="" type="checkbox"/> Thomas Lothian (CC)	<input checked="" type="checkbox"/> Kathleen King (LPC)
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	
<input checked="" type="checkbox"/> Traci Peterson (LPC)	<input type="checkbox"/> TBD (LPC)	<b>Guests:</b>
		Ann-Marie Fisher    Robyn Tornay
<b>College Technology Services (2)</b>	<b>Bargaining Units (2)</b>	Chasity Whiteside    Erika Dishman
<input type="checkbox"/> TBD (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	Rachel Ugale        William Kossow
<input checked="" type="checkbox"/> Sherman Lindsey (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	

<b>Item</b>	<b>Information/Discussion</b>	<b>Action</b>
	<b>Meeting called to order @ 9:05am</b>	
1.	<b>Welcome and Quorum Check</b> <i>For information: Quorum met at 9:05am</i>	
2.	<b>Approve Today's Agenda (action item)</b> CTO Griffin asked for the following changes to the agenda so that some meeting attendees can leave to attend the AI listening session: <p style="margin-left: 40px;">Move item 7 (Accessibility Capability Deadline April 2026) to item 5 directly below item 4 (Apps Services Coordinator Introduction)</p> <p style="margin-left: 40px;">Move item 10, CVC/OEI Update directly below Accessibility Capability Deadline April 2026 followed by Winter Session Recap</p> <p>Tim Druley moved to make changes, Nathaniel seconded. There were no objections, the agenda with stated changes was approved.</p>	<b>Approved</b>

3.	<p><b>Approve December 12, 2025 Minutes</b> (<i>action item</i>)</p> <p>President Pedrosa made a motion to approve December minutes. Cathy Gould seconded.</p> <p>With 1 abstention by Christina Davis Roza, the minutes were approved by majority vote.</p>	<b>Approved</b>
4.	<p><b>Apps Services Coordinator Introduction</b> (<i>Information</i>)</p> <p>CTO Griffin introduced Strata Information Group contractor Dr. Robyn Tornay as the Apps Services Coordinator. Dr. Tornay has extensive experience in the following systems: California Community Colleges, UC, and Florida State University systems as well as the Tech Center for California. She received her doctorate from FSU and did her dissertation on Guided Pathways in the California Community Colleges.</p>	
5.	<p><b>Accessibility Capability Deadline April 2026</b> <i>For information:</i></p> <p><b>a. Share-out</b> CTO Griffin provided the update.</p> <p>The Chancellor and Senior Leadership Team have approved us to join the Maturity Model ACCMM cohort with more information at the March TCC meeting about next steps. Joining the cohort will not only help us with compliance, but also allow us to help students achieve equity, accessibility, and belonging, which are also board priorities.</p> <p><b>b. Wanda Butterly’s District-wide Accessibility Rollout &amp; Approval Process for Accessibility Tools</b> Kat King provide the update.</p> <p>Wanda Butterly has developed an accessibility assistant with a FERPA-compliant AI tool, PlayLab. To meet the accessibility standards deadline in April, Wanda Butterly has built this assistant that is trained on the latest web accessibility standards as well as some extra things like the CVC/OEI online course design rubric.</p> <p>Instructors can drop a Word document or PDF into the assistant and will apply the accessibility standards to the document including, apply a proper heading structure, or take long URLs and turn them into descriptive hyperlinks, correct format tables, and do bulleted lists.</p> <p>Instructors can also use this for Canvas by copying and pasting their Canvas code and it will either make fixes, either just for accessibility or do a full redesign. It will add banners and call out boxes and accordions and make it more user-friendly. It cannot caption a video but it has been trained on accessible equations and we’re working with some of the math instructors to get their feedback on how well the tool is working. Wanda has been working on incorporating the CARS tool to make it work with the PlayLab AI tool.</p>	

	<p><b>Accessibility Capability Deadline April 2026 (cont'd)</b></p> <p>Demos have been given at division meetings, the LPC town meeting, college council, academic senate, and feedback from has been very positive. As this is a “homegrown” tool, we are able to make modifications to continue to improve it based on local feedback.</p> <p>It should be noted that Wanda’s AI assistant is getting statewide attention as it was piloted at the statewide accessibility webinar earlier this week. The interest from both the Chancellor’s Office and PlayLab has been quite fantastic with PlayLab giving Wanda a free pro account which expands her capabilities as far as training the tool so it’s really exciting what this could potentially become.</p> <p>A discussion ensued regarding hosting a server for this tool as well as receiving training for this tool, and should a form similar to the Software Acquisition form be created for the tool. Also discussed was accessibility for deaf instructors and students having “Convo” in the Zoom app which provides sign language translating. Such an accommodation should include HR (for faculty/staff accessibility accommodation), a review of FERPA issues to ensure compliance, and is such an accommodation universal or college specific. More to come on that accommodation.</p>	
6.	<p><b>CVC/OEI Update (Goal 7)</b>  <i>For information:</i>  CTO Griffin and Christina Davis Roza provided the update.</p> <p>This update is to provide feedback to the committee on the final wrap-up of the launch of CVC/OEI which is fully operational now. According to Admissions and Records and Counseling, there a lot of students applying but not making it thought for reasons that are currently unclear. Perhaps a post-mortem meeting of those involved in implementing CVC/OEI would be helpful to get a better idea of the reasons for students not making it through after the application process so we can then pass that information to students when they reach out with questions about their registration status. Are applications getting stuck in the fraud verification loop because while they attend classes at a California Community College outside of our district, do they live too far away from one of our colleges? We will need to inform our partners at N2N about so they can account for that when filtering for fraudulent students.</p>	
7.	<p><b>Winter Intersession Recap</b>  <i>For information:</i>  CTO Griffin provided the update.</p> <p>From an ITS perspective, things went quite well. ITS was not flooded with requests at the start of the term on December 20 as was anticipated. There was a bump in requests after New Year’s Day, but overall, it was fairly quiet over the course break. Only one faculty member had trouble with the VPN service from overseas. There weren’t any fraudulent students in classes, likely because there wasn’t financial aid available for the Winter Intersession.</p> <p>Kat King acknowledge Christina Davis Roza’s leadership regarding a smooth inaugural Winter Intersession by providing Winter Intersession training to Chabot College instructors to help them condense their courses and then LPC mimicked that training which</p>	

	<p>was really helpful for the instructors to be successful. While there was some instructor/student support needed during the intersession, it was preemptive, and not at all at the anticipated level we thought would be needed, and that is because of Christina Davis Roza’s leadership.</p> <p>Christina Davis Roza also complimented the efforts of VP Forbes, A&amp;R, Counseling, and the library staff, for making sure resources were at the ready for a successful intersession. Looking forward, it is important that level or preparation and support are in place before the next Winter Intersession.</p> <p>Lisa Ulibarri did not teach the Winter Intersession but according to her colleagues who did, they appreciated the above-mentioned training and commented on how the training allowed for a smooth intersession. Students also appreciated being able to “knock out” required classes with Winter Intersession. The only issue was there was some confusion on how to get help with specific classes in Net Tutor, but beyond that, the Winter Intersession was a success.</p> <p>Student success rates were quite high as well which is icing on the cake!</p>	
8.	<p><b>ITS Strategic Plan</b>  <i>For information:</i>  CTO Griffin provided the update.</p> <p>In the December meeting, we came to a consensus that the committee approved basing the CLPCCD ITS Strategic Plan on the County of Santa Clara’s technology plan. As a reminder, rather than have three separate technology plans (District, LPC, and Chabot) we are consolidating college technology under Director Stephen Gunderson at the district and brining all of our goals and initiatives into alignment with allowance for what success looks like at each college may differ.</p> <p>Over the next two months (beginning of March to the end of April) CTO Griffin will be reaching out to IR about surveys and other data they may have around technology, as well as getting some sessions opened up for folks to really provide qualitative input on the plan. Final report outs in early May that will either be a written report distributed to different groups, including the Senates, or presented at one of our forums. (As a reminder, any time that the Senates want IT to present, we are available to do so.)</p> <p>The last time we developed a strategic plan was during COVID which is now out of date. Also, as it was during COVID, we used a consultant. However, as we are now doing one strategic plan instead of three, we are in a better position develop the plan in-house and AI can play a role in giving us a head start. The plan will be written from May throughout the summer with approval of the plan in the fall and will cover a 4-year duration.</p> <p>The plan will be shared out to the Senates and other constituency groups. Like the Facilities Master Plan or the Educational Master Plan, the ITS Strategic Plan does not technically need to be approved by the Board but it is the last in the approval process.</p>	

9.	<p><b>Consolidation and Share-out of Evidence for Accreditation (Goal 2)</b>  <i>Discussion:</i></p> <p>CTO Griffin and Tim Druley provided the update.</p> <p>This agenda item will be a standing item year over year.</p> <p>The latest accreditation steering committee meeting was held on the second day of classes for the current semester so Tim Druley was unable to attend, however, he reported that someone from ACCJC came to LPC and reviewed what the college had thus far with regard to this topic and also provided feedback. As LPC is still in the process of writing, gathering evidence and rewriting, there was nothing noteworthy to report in detail.</p>	
10.	<p><b>Academic Software Acquisition Update (Goal 4)</b>  <i>For information:</i></p> <p>CTO Griffin provided the update.</p> <p>In accordance with the last conversation with the Chancellor, ITS will be partnering with the Purchasing department in terms of their business process, to tighten up software acquisition and the form that's developed because when software is acquired through their office, the completed form will go through their office so Purchasing will be an integral part of the process. By partnering with them, they can provide some backbone to the process and be the last gate before software (that cannot be purchased with a credit card or inside of Canvas) is acquired.</p> <p>The final process that this committee can vote on with regard to the Academic Software Acquisition form will be at our March meeting.</p> <p>Discussion ensued regarding where in the approval flow Purchasing would be and at this juncture, it is likely that Purchasing would be at the end of the flow, but CTO Griffin needs to discuss this with Purchasing Manager Marie Hampton.</p>	
11.	<p><b>SSB9 Update – What's Still to Come</b>  <i>For information:</i></p> <p>CTO Griffin provided the update.</p> <p>SSB8 is no longer being supported by Ellucian, and unfortunately, SSB9 was not where it needed to be when rolled out. This meant patches and fixes are required but the window to install and complete the patches and fixes is very narrow given payroll and student deadlines.</p>	

	<p><b>SSB9 Update – What’s Still to Come (cont’d)</b></p> <p>a. Faculty Rollout &amp; Rosters SSB9 rosters have the general look and feel of the class web rosters. The change is not as dramatic as it was with registration from a look and feel standpoint. ITS based screenshots for users on the desktop view, not mobile view and there are some differences. ITS will update those images for mobile users.</p>	
12.	<p><b>District ITS News/Updates</b> <i>For information</i></p> <p>CTO Griffin presented the update.</p> <p><b>a. Winter Intersession Recap (see item 7 above)</b></p> <p><b>b. HelpDesk Software Update</b> A big thank you to those at today’s meeting who are involved on the HelpDesk software change-out. We will be swapping out ServiceNow as it is really designed for organizations with thousands of users and it is becoming increasingly complicated for us to maintain so we are looking for a leaner product.</p> <p>Having non-ITS input is great because a HelpDesk tool that is only great on the back end for ITS and an exercise in frustration for front end users is not a good use of resources, so your feedback is much appreciated.</p> <p><b>c. District ITS Staffing Update</b></p> <ul style="list-style-type: none"> <li>• As previously mentioned, among the staffing updates in ITS, we have Dr. Robyn Tornay who is the Apps Services Coordinating Consultant.</li> <li>• App Services Manager: the position is currently open until filled.</li> <li>• Administrative Analyst II: approved through Program Review. The position will focus primarily on CRM Advise and CRM Recruit.</li> <li>• IT Project Coordinator: also approved through Program Review and will be the administrator side of the Administrative Analyst II role and will be a classified position designed to improve our communication on projects and change management.</li> </ul>	
13.	<p><b>College Technology Committees News/Updates</b> <i>For information</i></p> <p><b>a. Las Positas College</b> Tim Druley and Traci Peterson provided the update. They did not meet quorum so the meeting was informational only.</p> <p>Traci Peterson provided an update about dualenrollment.com. She thanked District ITS for the successful rollout of dualenroll.com after working together on it for two years. Chabot will be using dualenroll.com for their summer academy. The planning and development group will start meeting again on Mondays and hopefully rollout dualenroll.com for Spring 2027 at both colleges.</p>	

	<p><b>College Technology Committees News/Updates (cont'd)</b></p> <p>CTO Griffin also acknowledged District ITS for their hard work in implementing dualenroll.com. Traci Peterson also acknowledged the A&amp;R departments at both colleges for their efforts as well.</p> <p><b>b. Chabot College</b></p> <p><b>No update</b></p>	
14.	<p><b>Good of the Order</b></p> <p>Tim Druley mentioned LPC is looking to move to Compressed Calendar and that Dr. Foster has asked the committee to try to align meeting start times with the block schedules so faculty could teach class at other times.</p> <p>Some meeting attendees missed the first 20 minutes of the meeting as they had the incorrect Zoom log on information so CTO Griffin stayed on beyond the official end of this meeting to answer questions about topic discussions they missed.</p>	
	<p><b>Meeting adjourned at 10:19 a.m. by CTO Griffin</b></p> <p><b>Spring 2026 Meetings: April 10, May 8</b>  <b>Fall 2026 Meetings: Sept 11, Oct 9, Nov 13, and Dec 11</b></p>	