Technology Coordinating Committee
April 8, 2016

Attended: Chasity Whiteside, Norm Buchwald, Scott Vigallon, Mike Seaton, Steve Gunderson, Jeannine Methe, Ken Agustin, Rachel Ugale, Ruth Hanna (CCC Confer), Tim Druley (CCC Confer), Debbie Fields (CCC Confer), Wing Kam (CCC Confer)

Absent:

General Business

Open positions

Students are still needed, and also a LPC Faculty Senate representative.

Status of TCC Technology Initiatives

Web Content Management System

Jeannine Methe said on March 22 the team completed all their vendor evaluations and have recommended OmniUpdate. The vendor rated significantly higher in all categories. The sandbox was key in making a good decision. The recommendation was presented last Monday to the Presidents, Chancellor and executives to get approval to proceed to the Board. We are going with the SaaS option, as the locally hosted option didn't pan out as far as services. The executives wanted to defer the optional campus map and catalog items until we see what the budget looks like, otherwise it includes everything else the team recommended. The hope is to have it go to the April Board meeting. Once that is approved, the paperwork can go through for the purchase. Scott Vigallon asked if the work could begin in the summertime and Jeannine Methe said this was the goal. Norm Buchwald said the process went really well.

Web Redesign for websites

Jeannine explained that the vendor doesn't do the design themselves but they have other vendors they work with to do that redesign and we choose who does that. Guisselle Nunez is working with the webmasters to select the vendor for the redesign. Tim Druley has reached out to the six redesign vendors and he and Wing Kam have met with four of the six so far. The process will be, once all the information has been gathered, that he, Wing Kam & Guisselle Nunez will try to narrow it down to the top three vendors. Norm Buchwald said there is a concern that there might be a District-wide web design. Jeannine Methe said that the intent was not to have all the sites be the same, but time could be saved for things that are similar. But it was always the intent for each site to have its autonomy. Tim Druley said he's thought about that a lot, and it won't be

as uniform as people might worry it could be. Things like the button to apply for admission and other key elements would be in the same spot. Jeannine Methe added that the colleges would be working with their web advisory groups. She will invite Guisselle Nunez to the next TCC meeting.

CollegeNet 25Live for Room Scheduling

Jeannine Methe contacted the vendor to get assistance in getting up to speed on R25 and they offered a substantial discount on going to the latest version, 25Live, which is a cloud option. The pricing was presented to the executive team and it was approved for purchase. Once things have been worked out with the vendor, implementation will occur. She will arrange for a vendor demo once things are in place. Chasity Whiteside asked for an estimated timeline to be shared at the next meeting. She is hoping for this to take the place of the current process for facilities use and rental at Chabot. Debbie Fields asked if we could look at CollegeNET for doing course evaluation and surveys.

State's "Online Education Initiative" (OEI)

Jeannine Methe said the focus in the last month included looking at the software tools, NetTutor, online readiness, and the plagiarism tool. The recommendation from the OEI is not to do Turnitin. They did a RFP for plagiarism tools and are looking for vendors who can provide the plagiarism service only and hope to find a solution that is cheaper than Turnitin. The Canvas demos, including system administration, have been completed, and the vendor has provided a sandbox. Five colleges (Cabrillo, Sierra, West Valley, Ohlone, Solano and Mt. San Antonio) have been selected to talk to about their migration experiences to Canvas. We have the agreement information from the OEI for review. Norm Buchwald asked, given all the work that's been done in this short period of time, if the OEI task force will be able to make a recommendation. Jeannine Methe clarified it would be based on what is known by the time the recommendation is to be made.

Forms Generation Software

Jeannine Methe said she will get this task force started up in May. Chasity Whiteside asked about the timeline moving forward. Jeannine Methe clarified that the group would start in May and that group would decide how often to meet moving forward.

Framework for Future Technology Plan

Steve Gunderson talked about the next steps after reviewing the framework, and will begin putting things together for some areas to see how this planning process works. Jeannine Methe said the next steps would be to determine if any categories were missing, and for the sections listed, what kind of participation is needed to get the information for the plan. Norm Buchwald

said he would bring this to the Chabot Technology Committee just as Steve Gunderson is bringing this to the LPC Technology Committee.

Any Pending Outlook Issues to Report?

Chasity Whiteside said she has access to see the calendar associated with the Chabot Board Room but the President's Office is unable to grant her access to schedule events in that room. She is also unable to schedule Room 130. Jeannine Methe clarified that the Room 130 access is limited to Computer Support and ITS.

Norm Buchwald said that users still need training on the client version of Outlook. People are aware of Lynda.com but need to be reminded of its availability. Chasity said when training is provided, the ITS person should walk through Lynda.com so they know how to get the information they need from it.

Norm Buchwald mentioned that some vendor emails are not getting to him. Ken Agustin asked that Norm Buchwald work with him to troubleshoot the issue.

Lisa Ulibarri asked about access to archived email. Jeannine Methe said archived email from GroupWise has been loaded. Ken Agustin will work with Lisa Ulibarri and take a look.

Scantron technology for student surveys

Jeannine Methe said Chabot had difficulty with their Scantron machine and there is a request to get a new machine. Changing the equipment will require a change the form to collect the data, so there is an opportunity to streamline the process. When a solution is found for Chabot, it will be offered to LPC as well.

Reinstated Banner User Groups (BUG) Meetings for Financial Aid, Student, HR/Payroll, and Finance

Jeannine Methe shared that the Banner User Groups are starting to meet again on a monthly basis. Chasity Whiteside asked for a list to be provided of who is serving on these user groups. Jeannine Methe said she would provide them for the next meeting.

Annual 2016 Assessment of Technology Coordinating Committee

Jeannine Methe said that between now and fall, the group needs to do an evaluation of how effective the efforts of the TCC have been. She reviewed the goals and objectives that were established when the committee first started. We need to come up with a method of assessment and then establish priorities for the upcoming year.

Software Training models

Jeannine Methe asked the group if videos would be helpful as another means of providing training in order to reach out to faculty. Scott Vigallon said they are helpful if they actually get watched. Norm Buchwald said he suspected only a few people who should be watching training videos actually do.

Online Ellucian Banner tutorials

Jeannine Methe said the Ellucian online Banner training is available by arrangement. Additionally, the ITS trainer has been hired and is being trained now to be able to do training in the future.

Other

Wing Kam asked about Microsoft Office 365 that is free for students and what needed to be set up to make that available. Steve Gunderson said the institution has to register and it takes about a week before the school shows up on the Microsoft site. Wing Kam will work with Mike Seaton to get Chabot registered.

Wing Kam also asked about the status of the web servers. Jeannine Methe said the she would work with Mike Seaton, Steve Gunderson and the webmasters on the details of how to handle this. Meetings will be scheduled once the contracts have been reviewed.