

Chabot-Las Positas Community College District
Technology Coordinating Committee
December 14, 2018
Draft Minutes

Attended: Ken Agustin (Zoom), Don Carlson (Zoom), Tim Druley, Bruce Griffin, Richard Grow, Stephen Gunderson, Wing Kam (Zoom), Matthew Kim, Bill Komanetsky, Christina Lee, Nathaniel Rice, Rachel Ugale, Lisa Ulibarri, Scott Vigallon (Zoom), Chasity Whiteside, Stacy Harris (Zoom)

Guests: Noell Adams, Thomas Dowrie (Zoom), Danita Troche (Zoom)

Call to Order – The meeting was called to order at 9:00 AM.

Merging Courses in Canvas – Scott presented an updated document showing the options for merging courses in Canvas that detailed the pros and cons. Faculty wouldn't have to make the request, which is a benefit, as there are some faculty each semester who wait until the last minute to do so. If there are emergency announcements that need to be made, such as campus closures, all faculty would be able to communicate with their students. Not all faculty use Canvas, however, and if there is a campus closure, the Faculty Association has stated that instruction should not take place online because not all faculty teach online. An advantage for the bookstore is that this would help with the purchase of purchase books on Canvas. Faculty would have enough time to order books. Canvas administrators would no longer have to manually approve each course request.

Scott presented a demo of merging courses in Canvas.

Lisa said she talked to Paulette Lino about FERPA and Title 9 concerns. Reasonable academic interest makes it okay for students to see one another. The document was also presented at Chabot COOL who discussed benefits & drawbacks. There is the possibility that instructors might make errors and it would be difficult to resolve. There is an additional concern with the naming of course and creating confusion for students. COOL decided not to go this way. Lisa and Scott have also talked about doing this for one college & not the other.

Scott noted that people doing merging manually get it correct 60% of the time. The requests also aren't made in a timely manner, so doing it automatically could prevent some of the chaos. Bruce asked if there is a published policy on when to request a course shell. Neither college currently has a policy, although instructors are notified months ahead of time with regular reminders until the start of the term.

Christina noted that LPC's DE committee is receptive to the idea to not have Scott be sole person doing merges. They want to know if it can be pursued as a single college. Bruce requested a report back at the next meeting.

State Authorization – The SLT has requested the TCC make a recommendation on how to handle state authorization. This impacts enrollment and may need to go to another committee. Scott, Lisa & Bruce will serve on a task force to discuss this issue.

Tech Planning – The outline will be shared from the consultant who had a broader outline of the plan. Steve and Bruce along with the consultant are working to create a more readable format, closer to a full-blown plan than had originally existed. All categories were agreed upon by the TCC last Spring and have been included in the plan. The group will need to review the narrative. The draft document should be available during the break and will be discussed at the next meeting.

Update to Online Evaluation Process – An informal conversation was had with the Faculty Association who will need to bring this to the bargaining table as this is a negotiated item. Bruce will work with the Vice Chancellor, Human Resources to see if this is being addressed. If the Faculty Association is willing to negotiate this item, products will be reviewed.

Banner 9 Upgrade Update – At the end of February Ellucian will stop support for Banner forms. The technology behind it is going away and requires us to move to a web-oriented platform. The Banner forms have become pages. The District recently moved to the California version of Banner, CALB, which brings the needs of CCCs into Banner's baseline functionality, including State MIS reporting. Ellucian has struggled with getting CALB for Student ready for Banner 9, but Business Services at the District Office is live and College Business Services will be live soon. Human Resources and Financial Aid are also live. In addition to waiting for resolution of CALB defects, there is a high number of pages that need to be updated, including customizations to be carried forward. It is an all hands on deck effort.

CLASS-Web & Zone, also known as self-service Banner, does not rely on forms, and does not have an end of year deadline. SSB will be a huge leap better than what CLASS-Web currently looks like. The new version is information-dense and laid out in a way that's easier to consume. Students will be able to see a weekly calendar, that can be used for course registration. SSB is expected to be released in the latter half of 2019, which gives time to test self-service scalability.

Guided Pathways – Noell provided an update on DegreeWorks usage at Chabot. DegreeWorks has been implemented for some time. Evaluators started using it in Fall 2016, it has been live for counselors since Spring 2017, and students have had access since Spring 2018. It is a great tool for counselors to use. Students can look up their Ed Plans online. It is a benefit to evaluators, having streamlined their processes. They are now moving toward entering transfer coursework into Banner. Front end evaluations are planned for the future instead of doing evaluations at end. If a course is equivalent, a student can register for course with transfer course satisfying the prerequisite. There are also data mining capabilities. LPC is going in same direction with the evaluation of transfer coursework on the front end. Bruce noted it is a common issue at colleges using similar systems, not having the transfer work entered up front.

The conversation about doing front end evaluations is currently happening between both colleges, but Chabot is closer to moving forward as they know this can help encourage registration. It will be a student-initiated process initially.

Bill shared his concerns about the usability of DegreeWorks for students. He's working with Jesus Bravo-Morales to look at features that might address these issues. He's also interested in getting a list of features that would apply to Guided Pathways. Noell noted that curriculum maps are available to use now in the current version. Bill said he would be meeting with counselors as the technology lead for Guided Pathways to brainstorm some of things they want to see to make Guided Pathways easier for them.

Good of the Order – The Forms task force will be scheduled prior to the start of the term and updates can be provided at the next meeting.

The meeting adjourned at 10:30 AM.