

**Attendance: 12 voting members, 1 non-voting, and 6 guests, total of 19 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)	Christina Davis (CC)	<input checked="" type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Cathy Gould (DO)	<input type="checkbox"/> Heba Munad (LPC)
<input type="checkbox"/> Jeff Judd (LPC Faculty)	<input checked="" type="checkbox"/> Kat King (LPC)	<b>Guests:</b>
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	Ann-Marie Fisher    Kristen Whittaker
<input checked="" type="checkbox"/> Jonah Nicholas (DO)	<input type="checkbox"/> Mona Abdoun (CC)	David Reed            Chasity Whiteside
<input checked="" type="checkbox"/> Sara Woods (ITS)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Rachel Ugale         Jin Tsubota
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Carlos Moreno (LPC)	
<input checked="" type="checkbox"/> Stephen Gunderson (LPC)	Jeff Judd (LPC)	
<b>College IT Managers (2)</b>	<b>Bargaining Units (2)</b>	
<input type="checkbox"/> TBD (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	
<input type="checkbox"/> TBD (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	

<b>Item</b>	<b>Information/Discussion</b>	<b>Action</b>
	<b>Meeting called to order @ 9:02am</b>	
1.	<b>Welcome and Quorum Check</b> <i>For information: Quorum met at 9:02am</i>	
2.	<b>Approve Today's Agenda (action item)</b> Tim Druley moved to approve Theresa Pedrosa seconded Agenda approved with 5 yeas/0 no/ 0 abstention	<b>Approved</b>
3.	<b>Approve February 7, 2024 Minutes (action item)</b> Minutes were not available for this meeting so they are tabled until March meeting.	<b>Tabled</b>

<p>4.</p>	<p><b>Fraudulent Enrollments</b> <i>For information</i></p> <p>Fraudulent enrollments are a statewide problem. We are able to get ahead of the bad actors for a semester but then they figure out workarounds to our filters and the number of fraudulent enrollments increase again. To that end, Foothill De Anza and West Valley Mission colleges have been working with an AI company that has shown real promise with a tool aimed at combatting fraudulent enrollments.</p> <p>This tool applies AI to finding certain patterns of fraudulent enrollments such as consecutive W numbers in the same class. This tool is really good at finding those as well as more sophisticated fraudulent enrollments. It looks at what comes through CCCApply and applies AI logic to that and flags them as fraudulent and can place holds on those accounts. It also has a module that will examine registration in classes which eliminates another group of fraudulent students that may have slipped through the first filter and they also have a module that looks at financial aid students and applies that filter again resulting in a tremendous drop in the number of fraudulent enrollments as well as financial aid disbursements. The tool is very effective on the front level on applications and the other two modules serve as a safety net.</p> <p>What this tool does not do is take the human element completely out of the process. While it significantly reduces the need for people hours, somebody at the colleges will still be required to determine whether marginal students stay in the classes or not.</p> <p>The PO is being processed this week for this tool and there is an integration with Banner that will be required but we can start right away implementing the tool and automate examining fraudulent enrollments.</p> <p>Discussion ensued regarding how the tool will handle students enrolling from the same location (i.e.: high school campus) and the tool has a filter built in for such enrollments. A question was asked regarding how this tool complies with FERPA. CLPCCD signed a data sharing agreement similar to what's already in place with the National Student Loan Clearinghouse which accounts for FERPA, and CLPCCD also has a data sharing agreement and security analysis in place to protect student information.</p>	
<p>5.</p>	<p><b>SSB9/MyPortal Updates</b> <i>For information</i></p> <p>CTO Griffin presented the update to the Committee.</p> <p><b>a. Enhanced Communication</b></p> <p>Thanks to the folks at Las Positas College, especially the analysis by Jin Tsubota, of the effectiveness on MyPortal and students that are in MyPortal now. Particularly Single Sign-On (SSO). We took that information and implemented next steps. Please keep in mind MyPortal is really a product called Ellucian Experience which is the actual portal.</p> <p>There is another product called OKTA which does the authentication into MyPortal and acts as an SSO tool. By utilizing SSO, we are unifying that password approach but equally important, we are moving away from Class-Web, the W number, and PIN authorization that we currently have. From a compliance standpoint, it is important we get this in place so we're moving as quickly as we can with that.</p>	

## **SSB9/MyPortal Updates (cont'd)**

Thanks to friends at Las Positas College, we'll be able to get more students into MyPortal who may have missed previous communications. We cannot continue to allow pins to be primary access points into Banner of self-service Banner, so we need to stay the course with SSO.

CTO Griffin believes fraudulent students are not activating MyPortal but going directly to ClassWeb.

VC Nicholas mentioned the Technology Coordinating Committee needs to discuss issuing paper checks for financial aid and having the students pick the paper checks up in person at the college. CTO Griffin agreed and there are future cards withing MyPortal to address that.

Kat King (Distance Ed, LPC) asked if we could office a mocked-up version of the login screen to mitigate confusion and help students. CTO Griffin said we are currently transitioning from Class-Web to MyPortal so students can login to either side so it is confusing, however, the MyPortal side is set by OKTA so it would be difficult to change that one.

Tim Druley mentioned the colleges could create documentation and post it to the students to hopefully alleviate some confusion for students.

Discussion ensued on how to develop workflow process, tutorials for new users, communications from PRMG beyond the new webpage/card and how to ensure the images meet accessibility standards.

### **b. SSB8 Sunset Schedule**

Class-Web migration to MyPortal began March/April 2023. The reason for this was enrollment concerns if we moved everybody through MyPortal all at once in one term.

CRM Advise launched September 2023 and is now only available through MyPortal.

Once we're off the old Class-Web, the communication function is much better within announcements. Communications will have a card approach rather than the current flat file.

March 2025 continues configuration and automation behind additional parts of OKTA that make it much easier to create accounts and pull students in.

By April, we're hoping to get the SSB9 employee card launched through MyPortal and we can share it here to this committee when it goes live.

July 2025 will launch both SSB9 Financial Aid and student registration through MyPortal that'll be parallel to Class-Web. The new version of student registration is a significant improvement over what we currently have. The new version is truly a 21<sup>st</sup> century tool as it eliminates the need for multiple windows to be open. It's much more visual and includes drop and drag functionality.

**SSB9/MyPortal Updates (cont'd)**

August 2025 Class-Web card goes away and each of its modules will have its own card instead of a link.

Fall 2025 SSB9 Faculty will launch through MyPortal prior to winter/spring registration opening.

CTO Griffin demonstrated what MyPortal will look like with announcements and cards including Canvas Self-Service (SSB9). Cards with locks in top right corner cannot be moved as well as how to search for a card.

ITS will either do a roadshow at the colleges or demonstration in this committee when the new student registration card is ready.



MyPortal Timeline  
02 2025 (1).pdf

**6. District ITS News/Updates**

*Information:*

CTO Griffin provided updates for all of the below listed items.

**a. WICC (Winter Intersession Compressed Calendar)**

A separate environment that is being built by several folks for the WICC including a number of servers and integration hub that Ellucian provides that we have acquired as well.

The winter intersession requires a configuration and changes to term codes. Term codes must follow a certain pattern. They have to be in order and they must be whole numbers. You can skip a number. Our term codes will now be:

- Summer 1
- Fall 2
- Winter 4
- Spring 5

Term code 3 will be an historical marker. Changing term codes means we also need to update reports and other processes. We have a functional timeline for this and we were looking at April to start this work but we've decided to go ahead and start now. There are some functional things that have to happen including taking these changes to the board. Failure is not an option.

7.	<p><b>College Technology Committees News/Updates</b>  <i>Information</i></p> <p><b>a. Chabot College:</b>  CTO Griffin reported that the first Chabot Technology Committee of this semester consisted of a demonstration of MyPortal. The second Chabot IST meeting included identifying requests through program review.</p> <p><b>b. Las Positas College</b>  Tim Druley reported to the committee the LPC Technology Committee discussions and concerns revolved around MyPortal. CTO Griffin said ITS will be at the next LPC Tech Committee meeting to report some good news.</p> <p>Kat King provided CVC updates for both colleges. Both colleges have been troubleshooting the syncing systems by expanding our canvas trust certification so it'll make it easier for students to see their LPC class on their home college dashboard. She said they were making good progress on this.</p> <p>She and Christina Davis have also been working closely with Stacey Followill (District ITS – Apps Services) to make sure only fully online classes feed into the CVC exchange because some in person classes were hitting that feed.</p> <p>They were also working on how best to identify and communicate with CVC Exchange students that some services (financial aid, career and academic planning) can only be accessed at their home college, but other services (disability support services and tutoring) need to be accessed at both campuses.</p> <p>CTO Griffin asked Ann-Marie Fisher to make the CVC OEI Exchange a standing item on the agenda going forward.</p>	
11.	<p><b>Good of the Order</b>  <i>Discussion:</i></p> <p>Lisa Ulibarri requested a demonstration of the electronic timesheet. We will add that to next month's agenda.</p> <p>Carlos Moreno asked for an update regarding Microsoft products no longer being offered to faculty or classified. That was a Microsoft decision, not a CLPCCD decision. Stephen Gunderson added adjuncts and classified still have access to Microsoft products, they just cannot download Microsoft products under our agreement and put them on multiple devices. They can still log in online and use the products online but they can no longer are allowed to distribute them. Licensing for full-time faculty still allows them up to five devices to download Microsoft products to.</p> <p>Adjunct can go to outlook.com use college credentials and then select Word or Excel directly online. Students can use G-suite products. If full-time faculty or classified are unable to download Microsoft products, contact District ITS and we will make sure they have the correct license.</p> <p>Kat King asked is there will be an Accessibility Taskforce Workgroup meeting soon as AB2821 mandates everything must be accessible by April but there is confusion as to who will be responsible for providing training, The Chancellor's Office or the District? A meeting for the Accessibility Taskforce Workgroup will be scheduled ASAP.</p>	

<p><b>Tim Druley moved to adjourn</b> <b>Nathaniel Rice seconded</b> <b>Meeting adjourned at 10:05 a.m.</b></p> <p><b>Future Spring 2025 Meetings: April 4, May 9</b> <b>Future Fall 2025 Meetings: Sept 13, Oct 11, Nov 15, Dec 13</b></p>	
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