



Technology Committee

January 27, 2014
2:30pm Room 1687

MINUTES

Present: **Members:** Carol Edson, Adeliza Flores, John Gonder, Sherman Lindsey, Brian Owyong,
Ex-Officios: Jeannine Methe, Janice Noble, Heidi Ulrech, Scott Vigallon
Guests: Barry Russell

Called to Order: 2:35 pm

1. **Welcome & Introductions**
2. **Review and Approve October Minutes**
 - **Motion: Postponed – No Quorum**
3. **Reports**

Jeannine Methe

Novell Operating System – Update. We are in process of backing up the system. However, we needed additional storage and needed to purchase additional equipment; We are hoping to be complete by the end of Feb or early March;

SARS Software – The e-Advising Modular is available and has not been implemented yet. It tracks and shows contact hours. Chabot is has reviewed the modular and is preparing to use it. Show contact hours. LPC has not started using as of yet, still needs to be reviewed by user group. We just want to make everyone aware that it is available.

Comment – Scott Vigallon requested that he be contacted once a decision is made regarding e-advising.

Steve Gunderson – S. Lindsey presented written report in Steve's absence (Attachment A)

- i. **Heidi Ulrech – No written report - Copy center update – 208 Copy jobs as of last week. Steady increase in requests for the first week of school.**



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Scott Vigallon – Written Report (*Attachment B*)

Question - Do we have an exclusive contract with Blackboard? *No. Common Course Management System (CMS) isn't Blackboard.*

Converting from one version of Blackboard to another CMS will have some issues. Any college offering a course would have to use the "common" platform. We could decide to use the common platform or we could chose to use 2 platforms – Blackboard and the common platform. We could possibly move away from Blackboard.

Question – Will we get any funding? *No. We would like to think it would be institutionalized in the budget.*

Question- What about Moodle? *Probably not enough fans across the state.*

Comment - We would like to get someone from our campus on the committee that will make that decision.

Question - When will the Blackboard upgrade take place? *We will look at the recommendation late spring. We have control; we authorize when they upgrade.*

Question – In regards to the CMS, will it affect Faculty who use Blackboard as a supplement? *Yes.*

The colleges will have to decide which courses they put in to the statewide system. Colleges will then put forward courses to be reviewed and see if they rise to the level. There will be some sort criteria in place. They want to make sure it is high use and high success. Advantage is your class would be available and more visual to a broader audience. This will help rural colleges to gain additional FTES.

Comment – It is hard to believe it will be up and running in Fall 2014.

4. New Business

Accreditation – Chairs for Standard 3C: Scott Vigallon, Heidi Ulrech, Dyan Miller (*Attachment C*) Reviewed each part of Standard 3C and answered questions.

5. Good of the Order

6. Adjournment @ 4:30pm

Report to the tech committee 1/27/2014

The Server Alice: OS was upgraded from Server 2003 to Server 2012 R2

Computer Labs that were reimaged:

300

803

804

805

2412

2414

2416

Student Computers in DSPS Lab

20 Mac Laptops in Colin Schaats program

Classrooms

47 Classroom Instructor Computers reimaged

Windows 7/ Office 2010

22 additional users upgraded

2 FACULTY MOVES

Scott Vigallon (Instructional Technology/ Open Learning Coordinator)

- **CVC Online Course Initiative:** Foothill-DeAnza is administering this grant to create a one-stop shop for all online learning needs for community college students in the state. Key points include: a) the initial focus will be on Associate Degree for Transfer courses; b) for subsequent phases, the focus will be other degrees and courses, basic skills courses, and credit by exam; c) initial courses are expected in the exchange by Fall 2014; d) there will be a teaching college (the college teaching the course) and a home college (the college where the student is enrolled); e) reciprocal agreements between all colleges for enrollment priority, assessment scores, prereqs, and transcript transparency; f) other services supposed to include online tutoring, proctoring, high tech/high touch analytics; g) a federated ID; h) a common course management system; and i) colleges have to opt in, and once they do, they will have to follow all rules and procedures.
- **Blackboard upgrade:** Blackboard was upgraded to version 9.1 Service Pack 13 on Jan. 8. Several minor issues were identified and resolved. Chabot reported discomfort with the fact that when students enter their profiles, Bb asks them for an email address, and the fear is that students will think that that is their default email address for Bb and miss class-related communications. We had an issue with SafeAssign not working because browsers don't display mixed content any longer from non-secure sites, which SafeAssign is. It's similar to the issue we had last semester with multimedia not working. Bb has fixed this. Blackboard is making more use out of its due dates in the hopes that users will utilize its new and improved Calendar tool. Due dates automatically populate into the calendar. If due dates are in the past, students' submissions will be marked late, and for those instructors who have not adjusted due dates, this can be an issue. Scott sent out options for dealing with this on Jan. 23. Also, Bb announced in December that it is changing its schedule for releasing new service packs. Recently, it would release service packs as quickly as it created them. Apparently, that didn't work for a lot of institutions, so it's revising its plan and will now only release two per year. One will be geared toward the Fall semester (though conceivably, we could upgrade prior to Summer), and other is geared for the Spring semester. The DE Committee felt that upgrading to one version below the most recent version prior to the Summer and Spring terms would work best. DE faculty input has been sought, and Chabot will have to be consulted on this issue, too.
- **eLumen upgrade:** eLumen has apparently revamped its software significantly to make inputting SLOs and data easier and will demonstrate its new version to the SLO Committee Feb. 3. If we decide to upgrade, Chabot will have to be consulted.
- **DE student satisfaction survey:** Results of this Fall 2013 survey are available on the DE Committee's grapevine site.

The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.

	What has been done to meet the standard?	Does the college meet the standard?	What actions need to be taken for improvements?	Evidence to collect
<p>How does the institution ensure that its various types of technology needs are identified?</p> <p>If the college is not supported by technology, how did the college make that decision?</p>	<p>LPC Classroom Tech survey; For Bb, district-wide committee identified needs for CMS; TLC survey; Program Review; Committees, Individual Faculty; Instructional Equipment Process can also create dialogue; One on one discussions with requestors;</p>	<p>Yes</p>	<p>No</p>	<p>Classroom Technology Survey Results 2006?2011? Instructional Equipment Requests related to Technology; Program reviews;</p>
<p>How does the institution evaluate the effectiveness of its technology in meeting its range of needs? How effectively are those needs met?</p>	<p>Student tech survey; Faculty and staff tech survey; Campus wide survey; Core comp. results;</p>	<p>Yes</p>	<p>None</p>	<p>Any student or faculty/staff tech surveys; SLO results on the tech core competency (student grad survey)</p>

301a

Technology services, professional support, facilities, hardware, and software are designed to enhance the operation and effectiveness of the institution.

How does the institution make decisions about technology services, facilities, hardware, and software?	What has been done to meet the standard?	Does the college meet the standard?	What actions need to be taken for improvements?	Evidence to collect
How well does technology accommodate the college's curricular commitments for distance learning programs and courses?	Lifecycle plan, Analysis of other colleges, best practices, ease of use; For Bb, district-wide committee; DE committee, Tech Committee, Program Review; Instructional Equipment Rubric; Resource Allocation Committee; Intergrated Planning Committee;	Yes	None	Lifecycle plan; Technology Master Plan, DE Strategic Plan, ITS Projects Strategic Plan; TLC NIPR; Instructional Equipment Rubric;
Whether technology is provided directly by the institution or through contractual arrangements, are there provisions for reliability, disaster recovery, privacy, and security?	DE faculty survey, DE student survey, DE retention and success rates, SLO comparison to f2f classes; Faculty websites; CCCConfer; For Bb, Bb provides this. For ITS monitoring of all networks, servers, etc;	Yes	None	DE faculty survey results, DE student survey results; DE retention and success rates; SLO comparison to f2f results
				Blackboard Security Policy; ITS - Disaster Recovery Document;

3016

The institution provides quality training in the effective application of its information technology to students and personnel.

What has been done to meet the standard? Does the college meet the standard?

What actions need to be taken for improvements?

Evidence to collect

<p>How does the institution assess the need for information technology training for students and personnel?</p>	<p>Students: DE Student Satisfaction survey. Staff: Staff Development survey? TLC survey, DE Committee discusses, DE Faculty survey; Requests from faculty and staff; Tech Committee;</p>	<p>Yes</p>	<p>None</p>	<p>DE Student Satisfaction survey, Staff Development survey? TLC survey, DE minutes, DE Faculty survey; New Faculty Workshops;</p>
<p>What technology training does the institution provide to students and personnel?</p>	<p>Students: DRC, Computer Center, ILC, Library, Online Learning orientations (f2f, asynchronous online, synchronous online), Succeeding tutorial online and in courses, Proposed standalone course on being online learner, PSCN 25; Tutorials on Class Web use. Staff: TLC workshops & appointments, and online Microsoft training; OCDP, Four Is, BOLT, Staff Development site; any ITS workshops?; Staff Development trainings (conferences)?</p>	<p>Yes</p>	<p>None</p>	<p>DE support stats, OL orientation web page, Succeeding page, Standalone course proposal, PSCN 25 info page, TLC workshops page, MS training page, OCDP and Four Is and BOLT pages on SD site, SD resources pages, Links to student tutorials on OL and Class Web.</p>
<p>How does the institution ensure that the training and technical support it provides for faculty and staff are appropriate and effective?</p>	<p>Students: Orientation survey, DE Student Satisfaction survey. Staff: TLC survey, OCDP survey, Faculty DE survey;</p>	<p>Yes</p>	<p>None</p>	<p>Orientation survey, DE student satisfaction survey, TLC survey, OCDP survey, Faculty DE survey</p>
<p>How effective is the training provided?</p>	<p>Students: Orientation survey results, DE Student Satisfaction survey, including tech support. Staff: TLC survey results (discussed with VP), DE Committee discusses results, OCDP results, Faculty DE survey results (DE committee discusses)</p>	<p>Yes</p>	<p>None</p>	<p>Orientation survey results, DE student satisfaction results, TLC survey results, DE Committee minutes, OCDP survey results, Faculty DE survey results; Tech Committee; Increase in Bb users;</p>
<p>How is the training evaluated?</p>				

301c

The institution systematically plans, acquires, maintains, and upgrades or replaces technology infrastructure and equipment to meet institutional needs.

What has been done to meet the standard? Does the college meet the standard?

What actions need to be taken for improvements?

Evidence to collect

CLPCCD ITMP detailed specifications, ITS Projects Strategic Plan, Technology Master Plan, CLPCCD Cabling Standards, CLPCCD ITMP 2006 Update, CLPCCD ITMP 2007 Update, Strategic Plan - ITS Updates Only 8/3/07

District services, college services, vendor maintenance agreements, district-wide standards for hardware and software, networks, voice, data, connectivity;

District services, college services, vendor maintenance agreements, district-wide standards for hardware and software, networks, voice, data, connectivity;

Does the college provide an appropriate system for reliability and emergency backup?

ITS Audit Update, 7/18/08, Blackboard Security Policy, Blackboard Security Overview

Disaster recovery methods, data backups; Blackboard backups

The distribution and utilization of technology resources support the development, maintenance, and enhancement of its programs and services.

How does the institution make decisions about use and distribution of its technology resources?	What has been done to meet the standard?	Does the college meet the standard?	What actions need to be taken for improvements?	Evidence to collect
<p>ITMP, Chancellor's cabinet, Banner user groups, tech committee, DE Committee, district-wide DE committee for CMS; Resource Allocation Committee; Intergrated Planning Committee; Program Review Committee;</p>	<p>Yes</p>	<p>CLPCCD ITMP detailed specifications, DE strategic plan, District DE committee minutes 04-11-02, District DE committee charge 2002; Program Reviews</p>	<p>Security Master plan, Blackboard Security Policy, CLPCCD ITMP detailed specifications, ITS Audit Update, 7/18/08</p>	<p>CLPCCD ITMP detailed specifications, ITS Update Charts for Bond Oversight Committee 6/30/08, CLPCCD Cabling Standards; lifecycle; CLPCCD Systems Strategic Plan; Technology Master Plan; DE Strategic Plan</p>
<p>Wiring, conduit, wireless, new buildings, network devices, data, voice, video; Security: network access, physical security, Bb provides own security; antivirus, Firewall PIX, logs, Cisco switches and routers; UPS system</p>	<p>Yes</p>	<p>CLPCCD ITMP detailed specifications, ITS Update Charts for Bond Oversight Committee 6/30/08, CLPCCD Cabling Standards; lifecycle; CLPCCD Systems Strategic Plan; Technology Master Plan; DE Strategic Plan</p>	<p>District DE committee minutes 04-11-02, District DE committee charge 2002Banner Projects Strategic Plan, Board ITS Bond Update 9/5/06, ITS Update for Bond Oversight Committee 7/25/07, ITS Update Charts for Bond Oversight Committee 6/30/08</p>	<p>District DE committee minutes 04-11-02, District DE committee charge 2002Banner Projects Strategic Plan, Board ITS Bond Update 9/5/06, ITS Update for Bond Oversight Committee 7/25/07, ITS Update Charts for Bond Oversight Committee 6/30/08</p>
<p>district-wide DE committee for CMS, district and college governance groups, Banner user committee, Chancellors Cabinet, Board presentations; Bond steering committee</p>	<p>Yes</p>	<p>District DE committee minutes 04-11-02, District DE committee charge 2002Banner Projects Strategic Plan, Board ITS Bond Update 9/5/06, ITS Update for Bond Oversight Committee 7/25/07, ITS Update Charts for Bond Oversight Committee 6/30/08</p>	<p>District DE committee minutes 04-11-02, District DE committee charge 2002Banner Projects Strategic Plan, Board ITS Bond Update 9/5/06, ITS Update for Bond Oversight Committee 7/25/07, ITS Update Charts for Bond Oversight Committee 6/30/08</p>	<p>District DE committee minutes 04-11-02, District DE committee charge 2002Banner Projects Strategic Plan, Board ITS Bond Update 9/5/06, ITS Update for Bond Oversight Committee 7/25/07, ITS Update Charts for Bond Oversight Committee 6/30/08</p>

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Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of evaluation as the basis for improvement.

What has been done to meet the standard? Does the college meet the standard? What actions need to be taken for improvements? Evidence to collect

How does the institution ensure that facilities decisions are developed from program review results, institutional needs, and plans for improvement?

Integration into college and district institutional planning by ed master plan, PR, tech committee meetings, DE meetings, division meetings; Lifecycle plan; FACILITIES?? New district Integrated Planning & Budget model?? New district-wide Tech Coordinating Committee??

Technology lifecycle plan; new planning and committee docs?? Intergrated Planning Committee; District-wide Facilities Committee;

What evidence is there that the institution bases its technology decisions on the results of evaluation of program and service needs?

Institutional Effectiveness Committee;

Intergrated Planning Model;

How does the institution determine that technology needs in program and service areas are met effectively?

LPC tech dpt meets biannually with discipline groups; needs also come from committees (tech, DE, RAC), divisions, PRs, educational master plan

Ed master plan, PR examples, committee and division minutes

How does the institution prioritize needs when making decisions about technology purchases? How effectively are those needs met?

Student and staff surveys to assess how needs met.

Fall 2007 student survey, Fall 2007 staff survey