

**Attendance:**

<b>Chairs (3)</b>	<b>College IT Managers (2)</b>	<b>Bargaining Units (2)</b>	<b>Student Senate (2)</b>	<b>Visitors via Zoom</b>
<input checked="" type="checkbox"/> Bill Komanetsky (LPC-Faculty)	<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	<input type="checkbox"/> Shahaf Dan (LPC)	Stacey Followill
<input checked="" type="checkbox"/> Bruce Griffin (CTO)	<input checked="" type="checkbox"/> Steve Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	<input type="checkbox"/> Stacy Harris (CC)	Noell Adams
<input checked="" type="checkbox"/> Chasity Whiteside (CC-Classified)				Wing Kam
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	<b>Classified Senate (3)</b>	<b>Visitors</b>	Danita Troche
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Jeff Drouin (CC)	<input checked="" type="checkbox"/> Christina Davis (CC)	Kristina Whalen	
<input checked="" type="checkbox"/> Steve Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	Cathy Gould	
<input checked="" type="checkbox"/> Ken Agustin (ITS)	<input checked="" type="checkbox"/> Bill Komanetsky (LPC)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	Amanda Pisani	
<input checked="" type="checkbox"/> Bruce Griffin (DO)	<input checked="" type="checkbox"/> Jeff Judd (LPC)			

<b>Agenda Item</b>	<b>Information/Discussion</b>	<b>Action</b>
1. Call to Order	➤ @ 9:06am	
2. Approval of Minutes	<ul style="list-style-type: none"> <li>➤ The May 10, 2019 minutes were approved with no corrections</li> <li>➤ Votes               <ul style="list-style-type: none"> <li>○ Yes – all members present</li> <li>○ No – 0</li> <li>○ Abstentions – 0</li> </ul> </li> </ul>	➤ The 05/10/2019 minutes were approved
3. Guided Pathways (GP)	<ul style="list-style-type: none"> <li>➤ GP Technology Resolution – A district wide approach to technology in support of Guided Pathways in which the CTO office will manage and organize the effort to obtain technology for GP implementation. Special thanks to the GP technology groups, the CTO, and to the chairs of various Senates to coalesce around a single effort versus 3 different directions.</li> <li>➤ LPC – The GP Technology Resolution passed through the GP committee and is now on the agenda for Academic Senate. Once approved, it will then go to Classified Senate.</li> <li>➤ CC – The resolution has been adopted after passing through the GP committee, Instructional &amp; Services Technology committee and all three Senates. In Student Senate they made one minor word change, so technically they have two resolutions but they are almost identical.</li> <li>➤ Chabot has requested a CRM Advise demo specifically for counselors, maybe at a joint Counseling and Special Program Division meeting. CTO will schedule a joint demo or one at each campus in Spring</li> </ul>	➤ CTO office to schedule CRM Advise demo in Spring
4. The Zone v2 Demo	➤ Cathy Gould and Amanda Pisani from ITS provided a demo of the Zone v2. This is a preliminary view but the main changes are less clutter and a simpler	➤ Wing, Tim Cathy,

	<p>log in process. They are working with Tim Druley, LPC Webmaster, on the color scheme and layout to ensure accessibility and responsiveness.</p> <ul style="list-style-type: none"> <li>➤ Student Comment: A lot of students are only familiar with CW and Canvas. When implementing the Zone, you might consider advertising through counselors or other ways. <ul style="list-style-type: none"> <li>○ Comments: short videos on the college website, an announcement through Canvas, go to student government meetings and talk to them – agreed, we should do all of these</li> </ul> </li> <li>➤ This new version of the Zone will be a one stop shop. CW items will migrate into the Zone and we will redirect CW to the Zone.</li> <li>➤ A major plus is the password reset function allowing the user to reset the password when needed without ITS needing to intervene.</li> <li>➤ Discussion regarding the pros and cons of the default 15-minute timeout function currently in CW. This timing is adjustable so we can assess once implemented and get feedback from all students and staff as to what will be most helpful for all groups in order to find a happy range.</li> <li>➤ Once logged in, there is a space for announcements. We imagine this space to be used for things like campus closures, Banner outages, emergency notifications, etc, but those decisions require conversation with senior leadership regarding policy.</li> <li>➤ ITS has been more focused on the student view side of the Zone in which they showed how a student would view their Grades, Account Summary and Balance, Contact info for A&amp;R, Parking information and Registration Tools. On another screen, if they are a Financial Aid Student they see their Financial Aid Requirements, Financial Aid Awards, and a Financial Advisor.</li> <li>➤ Faculty have a different view based on their role in which they will see Faculty Registration Tools, Faculty Schedule, Faculty Dashboard, Grade Assignment, and Compensation Acknowledgement.</li> <li>➤ For all employees the Zone will display similar things to CW with a more streamline and user-friendly layout. For example, you will see Pay Stub, Leave Details, and Benefits Enrollment information. Once you click on an item it may direct you over to CW so you can drill down for more details. For those with access, Web for Finance and ePAFs will be accessible as well.</li> <li>➤ Everyone will have access to their email accounts from within the Zone. Students with Zonemail and faculty/staff with Outlook.</li> <li>➤ There are options to link to specific forms like Student forms, HR/Payroll providing a shortcut to the user.</li> <li>➤ Q: Is there an option to have an RSS feed, like the 25Live calendar feed on the Chabot homepage? A: Yes.</li> <li>➤ Q: Is it possible to display files and folders from OneDrive or Google Drive? A: It doesn't come with its own storage, but if there is an integration with Microsoft and Google we should be able to.</li> <li>➤ Q: Could we have staff use Active Directory to log in but allow the students to just use their email address as a user name since it's easier to remember?</li> <li>➤ Suggestion to have Wing, Tim Cathy, Amanda, set up a phone call to talk through the more technical questions that Wing has.</li> <li>➤ Very positive feedback overall.</li> </ul>	<p>Amanda, will set up a phone call to talk through technical questions</p>
<p>5. Committee Charter</p>	<ul style="list-style-type: none"> <li>➤ Committee charter was provided as a handout to see how our current membership aligned with the actual membership approved in the charter.</li> <li>➤ Classified Senate has 3 seats total, once from each campus and one from the District Office. It also notes that classified representation should come from</li> </ul>	

	<p>the DE staff at each campus but does not mention the webmasters. These appointments are defined by their respective Classified Senate.</p> <ul style="list-style-type: none"> <li>➤ This committee reports to the District Planning &amp; Budget Council so we need to take recommendations there and they will forward to the Chancellor.</li> </ul>	
6. Committee Membership	<ul style="list-style-type: none"> <li>➤ See handout that compares our updated current membership with the approved membership in the charter.</li> <li>➤ Tim Druley did express interest in becoming Classified Co-Chair but there was a question about keeping equal representation from each campus.</li> <li>➤ Tabling this topic for our next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tabled for next meeting</li> </ul>
7. Distance Ed	<ul style="list-style-type: none"> <li>➤ This committee has discussed Web Accessibility and State Authorization before as has the Campus DE Committees with no resolve. TCC made a recommendation to the Senior Leadership Team (SLT), to create a Districtwide DE committee to specifically discuss these topics as well as others that have come to TCC over time. Since the DE committee formation has not made any forward progress this semester, these topics are coming back to the TCC.</li> <li>➤ 7a. Web Accessibility <ul style="list-style-type: none"> <li>○ TCC saw a demo of UDoit and BlackBoard Ally last Spring, discussed the pros and cons and how it may work on each campus but did not come to a districtwide decision.</li> <li>○ Concerns: No defined web accessibility policy at the district level, software not being vetted for accessibility before purchase and implementation, faculty can add apps to Canvas without being vetted for accessibility, overall who should be addressing these topics?</li> <li>○ In the Common Course Advisory Committee at the state level, they are also asking about a plan or policy in place regarding web accessibility and how to deal with 3<sup>rd</sup> party tools in Canvas.</li> <li>○ Q: Is there another college that has an Administrative Policy (AP) we could use as a model? A: LACCD and Los Rios was mentioned. Christy said she'd reach out to Santa Rosa to see if they do.</li> <li>○ The committee agreed that web accessibility should be folded into a larger AP on DE to maybe include a training and knowledge base, content, FERPA rules, etc.</li> <li>○ Scott, Christy, and Nathaniel agreed to find an AP from another college for the committee to review.</li> </ul> </li> <li>➤ 7b. State Authorization <ul style="list-style-type: none"> <li>○ "Authorization" refers to the legal authority for an institution to operate in a state.</li> <li>○ OEI does not allow out of state students to enroll.</li> <li>○ The student is identified as out of state based on information gathered through CCCApply. We can query that information.</li> <li>○ Q: Is it possible to block out of state students from enrolling in DE courses? A: Yes. It's possible.</li> <li>○ Q: Do we have accreditation issues by teaching out of state as well. A: it's possible that our program/certification requirements may not align.</li> <li>○ Note: Last year the message was sent that an institution's federal funding might be taken away if this isn't being handled accordingly.</li> <li>○ To make decisions around this topic we would need to consult with A&amp;R but also as part of our charter we would bring recommendations to PBC and probably work with DEMC as well.</li> <li>○ Kristina Whalen agreed to take this to DEMC as an agenda item.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Bring Web Accessibility back to next meeting</li> <li>➤ Scott, Christy, Nathaniel, to find an AP regarding Web Accessibility</li> <li>➤ Kristina to take State Authorization to DEMC as agenda item</li> </ul>

8. LPC Student Club Websites	<ul style="list-style-type: none"> <li>➤ LPC is putting together policies to provide student clubs with websites. Chabot may want to do the same thing.</li> <li>➤ The Student Services director will receive all requests for new sites and updates. They will need to approve before it's published.</li> <li>➤ Sharaf, LPC student, brought up a topic from the last meeting in which he asked about implementing some type of electronic payments for student clubs to utilize. Students rarely carry cash, but are asked to have cash for student club fees, events, donations, etc. CTO said he can ask the Director of Finance if there are any other options in place.</li> </ul>	<ul style="list-style-type: none"> <li>➤ CTO to ask Director of Finance about electronic payments for student clubs</li> </ul>
9. Internet Upgrades	<ul style="list-style-type: none"> <li>➤ Each campus is being upgraded from 1gb to 10gb paid for by the State Chancellor's Office. They also pay for our ISP.</li> <li>➤ Chabot will go first because they are maxing out their connections daily.</li> <li>➤ Q: Is this upgrade dependent upon the Main Point of Entry (MPOE) project? A: We can't wait for that but it may be close. We'll assess along the way.</li> </ul>	
10. District Website	<ul style="list-style-type: none"> <li>➤ District ITS is currently moving content from Contribute to Omni Update. Currently the Board and Chancellor pages, along with a few other groups are already on Omni.</li> <li>➤ The IPBM committee pages are being updated with the hopes to roll them all out at once. Once this is done, the CTO office will ensure the TCC page is brought up to date as well.</li> </ul>	
11. Funding Formula Committee (FFC) Projects	<ul style="list-style-type: none"> <li>➤ The applications reviewed by the FFC subcommittee have not been officially passed on to FFC for review.</li> <li>➤ Will discuss this at our next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bring topic back to next meeting</li> </ul>
12. Reports from Campus Technology Committees	<ul style="list-style-type: none"> <li>➤ 12a. CC <ul style="list-style-type: none"> <li>○ Currently working on the campus technology plan. The last plan was updated in 2008. Right now, working on the outline and table of contents while looking at other campus plans as examples. Estimated Timeline: finish by end of January 2020</li> </ul> </li> <li>➤ 12b. LPC <ul style="list-style-type: none"> <li>○ The Distributed Antenna System (DAS) now has Verizon so you'll see a much better connection while on campus. T-Mobile and Sprint are merging so we will see those services come on board after that.</li> <li>○ Canvas: Working with Eric in ITS about possibly auto merging officially cross listed courses in Banner so faculty don't have to. No manual auto merge until faculty agree to do so. New analytics tool to assist faculty with student grades and to intervene if/when needed by sending messages to the student. Update to Rich Content Editor. Portfolio system for the students to use.</li> <li>○ Website: Financial Aid redesign, streamlined, easier to navigate. Marketing Open Classes on FB, Insta, and Twitter linking students back to CW to register.</li> <li>○ Student Orientation: Everything is working well after some accessibility issues. Working on a FAQ for students with common questions from counseling.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>
13. Good of the Order	<ul style="list-style-type: none"> <li>➤ None</li> </ul>	
6. Adjournment	<ul style="list-style-type: none"> <li>➤ @ 10:32am</li> </ul>	
Future Meeting Dates	December 13, February 14, 2020, March 13, April 10, May 8	Noted: February 14 <sup>th</sup> is a holiday, we will need to reschedule