

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

September 11, 2014

Attending Committee Members: M. Arvizu, N. Bailey, J. Bernstein-Chargin, M. Grzan, R. Hannon, F. Harris, and F. Lozano,

Committee Resources and Guests: K. Billups, J. Maringer-Cantu, S. Lawrence and S. Mulcare

- I. Call Meeting to Order – Fred Harris opened the meeting at 1:00 p.m. Priority items were moved forward on the agenda.
- II. Approval of Minutes, May 8, 2014 – The minutes were approved and will be posted on the intranet.
- III. MIS project list – Mimi Arvizu reviewed the status of projects that MIS staff worked on over the summer months.
 - ... Over 280 computers were replaced on campus and at the off sites. The computer replacement schedule is part of the Master Technology Plan in Appendix F. Mimi said that computer replacement had not been funded for several years. With the recent ME bond funding, computers have been replaced through the FY2014-15 plan year. Mark Grzan asked if faculty are consulted when choosing a type of computer for a lab. Mimi said the information is received from the department chairperson. Shawn Mulcare suggested that podium computers be added to the replacement schedule. Mimi agreed.
 - ... Argos training and consulting services were conducted in report generation. Several staff members have completed the training and are now creating reports.
 - ... We are beginning the implementation of a new CCCApply.
 - ... Updates were completed to support new reporting requirements for the Student Success initiative. Additional reporting requirements are still being implemented.
 - ... Office relocations required moving of network connections, phones lines, and computer setups.
 - ... CurricuNET implementation is ongoing and currently being tested by a few individuals. When completed, it will be the source for faculty to create and update courses.
- IV. New Technology Projects – Fred Harris reported that several Banner modules, owned by Gavilan but not currently being used, are being reviewed for implementation. They include Human Resources and Payroll as the processing of payroll by Santa Clara County has become cost prohibitive. In addition, to help reduce the work load caused by paper tracking, a pilot program using Workflow is being suggested starting with the business office. The Workflow module is an effort to eliminate paperwork, speed the signature approval process, and provide immediate information on document tracking.

Mimi said that ellucian, the Banner vendor, met with staff to discuss future modules and first steps which will include a survey and a demo of the HR/Payroll modules. She said an action plan will be developed by October for these 2-year projects.
- V. Website/CMS update – Jan Bernstein-Chargin reported that WebHeads continue to prepare for a new content management system. She said it is critical for students to have web access from their handheld devices. The current system doesn't provide adequate access for cell phones. Jan reminded everyone that information migration and staff training will be a 2 year process. When answering a question, Jan said that faculty and staff currently can create their own web pages and "how to" information is available in the Teaching and Learning Center (TLC). The new system will monitor all pages and also allow for the creation and updating of web pages from any location. They do not need to be on a campus computer.

When answering a question, Jan reported that faculty and staff have been a part of this process. The group, WebHeads, is a subcommittee of the Technology Committee and meets the 3rd Friday of the month at 9 a.m. All are welcome.

- VI. Web accessibility –Jan indicated that the new CMS will have an accessibility checker built in during page creation. In addition, staff can run a report that will identify errors in accessibility. Jane Maringer Cantu explained that creating accessible material works best when done prior to having a student that requires assistive technologies. All instructional material and equipment should be Section 508 compliant. Trainings related to compliant material purchase and preparation were held in the past and faculty were responsive. Sabrina and Jane will meet to update training material for both classroom and website instruction. In addition, Jane will reconvene the Section 508 Compliance Task Force to assist in preparing a plan for training and communication.
- VII. Status of assistive listening device installation – Shawn Mulcare reported equipment installation has been completed in the five (5) large lecture rooms with a capacity of 50 or larger. They are SS210, SS214, LS101, PS105 and MU101. He indicated that signage is still needed for each room. Shawn displayed the equipment. Jane described the equipment check-out process.
- VIII. Online education initiative (OEI) – Sabrina reviewed the online education initiative activities being handled by a California Community Colleges (CCC) consortium. Several colleges were chosen for a pilot program. They will evaluate distance education (DE) technologies. The pilot will help develop a rubric for quality on line courses, evaluation of current classes, and criteria for quality DE instruction. If a current quality DE instructional program does not exist, the OEI may develop one.
- IX. Change in host for learning management system (iLearn) – Sabrina reviewed that CSUMB will not host iLearn after June 30, 2015. She said the preferred option is to find a new host for Moodle for 1 year as we wait for CCC consortium results on the OEI. The projected annual cost of a new host contract is \$35,000 - \$65,000. Estimates are still being received. Sabrina said that 1/3 of all classes go through Moodle.
- X. Styleguide/purchasing procedures- Jan stated that purchasing procedures need to be drafted for printed matter. The goal is to have Gavilan printed matter consistent in branding and templates and to ensure proper image usage. Fran asked if internet sites without copyright restriction could be recommended for image use. A list of unrestricted image sites will be added to the draft Styleguide. The draft Styleguide is posted on the intranet. Jan will bring a draft purchasing procedure to the next meeting.
- XI. Social media policies - Jan reported that the Learning Council is interested in developing social media guidelines and will draft a recommendation for Technology Committee review and comment. Fran suggested that input be gathered from instructors.
- XII. Update from student email policy committee – Jan indicated that a policy needs to be drafted to determine the type and format of communication sent out by student email. A task force will be formed to address the policy and will include student participation.
- XIII. New Tech Topics:
 - Shawn noted that as of December 2014 Charter Cable will no longer be free for classroom use. An email will be sent out to faculty to determine whether cable is being used in the classroom.
 - Jane asked if a de-registration warning note could be sent out to students who owe for recently added classes only or that they are dropped from only the added class and not all paid classes. Mimi said there may be problems in pulling that specific information from Banner as the fees owed are not linked to an individual section. It was suggested to

contact Candice Whitney as A&R may be looking at various options for the de-registration process, such as sending an email to students who still owe money prior to a de-registration date.

XIV. Next Meeting – October 9, 2014

XV. Future Agenda Items:

- A. Report from Accessibility Task Force
- B. Change in host for learning management system (iLearn)
- C. Draft publication purchasing procedures

XVI. Report out to your constituent group.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

November 13, 2014

Attending Committee Members: F. Harris, M. Arvizu, J. Bernstein-Chargin, F. Harris, and F. Lozano

Committee Resources and Guests: S. Kinsella, K. Rose, K. Moberg, K. Billups, S. Lawrence, J. Maringer-Cantu, R. Brown, F. Lopez, E. Cervantes, E. Ramones, V. Martinez, K. Lambertz, and S. Wolosz

- I. Call Meeting to Order – Fred Harris opened the meeting at 1:00 p.m. Priority items were moved forward on the agenda.
- II. Approval of Minutes, October 9, 2014 – The minutes were approved and will be posted on the intranet. (Motion by F. Lozano, Second by J. Bernstein-Chargin)
- III. Bylaws Changes –
 - ! Article 3.1.1 – “A Supervisor / Confidential Member” has been changed to “A Director / Confidential Member”
 - ! Article 4.1.1 - Decisions shall be reached through a “consensus” has been changed to “majority vote of those committee members present and voting”
 - ! (Motion by F. Lozano, Second by M. Arvizu)
- IV. Technology Audit & Application/Infrastructure Project – F. Harris reported that Gavilan College has contracted with Angus Hammer initiating, planning, executing, monitoring, and closing the Gavilan College Banner Application/Infrastructure Project.

Angus Hammer will to provide the following services:

- ! High-Level Technology Infrastructure Capabilities Assessment
- ! Banner Application Functional Capabilities Assessment (e.g., Workflow, Procurement, Budget, and Staff Levels)
- ! Banner Payroll Module Implementation Project (major focus)

(Motion by J. Bernstein-Chargin, Second by F. Lozano)

- V. WebHeads/CMS Update/SSSP pilot – J. Bernstein presented a tentative implementation timeline for the **Content Management System (CMS)** and Web Site Re-Design.

! Look/Feel: Gavilan College has a contract with Articulate Solutions to develop an institution-wide template for all District web pages. Articulate Solutions will conduct stakeholder/focus group meetings to gather information, such as current templates, targeted audience. Final designs will go through the shared governance process. Targeted completion is Summer 2015.

! CMS: The WebHeads sub-committee analyzed various CMS solutions including OU Campus, Drupal, and Cascade Server. After comparing CMS solutions, WebHeads recommends Hannon Hill's Cascade Server. In addition, WebHeads recommends starting with the Student Services division to assist with SSSP initiatives. Target pilot rollout for Student Services division is Fall 2015. Targeted completion for the entire District web site is Summer 2016.

CMS/Web Site Re-Design starts Fall 2014. Departments will start analyzing/updating their web content. Only updated web content will be migrated to the new CMS.

- VI. Student E-mail and Social media policies – Jan reported that the Communications FIG of the Learning Council are developing a matrix of guidelines for student e-mail/social media. This matrix consists of (a) who's authorized to send, (b) how often to send, and (c) what types of e-mails will be sent to all student e-mail accounts.
- VII. Section 508/Web Accessibility – J. Maringer met with F. Harris to discuss reconvening the Section 508 sub-committee to help ensure ADA/Section 508 compliance. The Section 508 sub-committee will evaluate areas in terms of web accessibility, instructional materials, captioning instructional videos, and VPAT's for vendors.
- VIII. Technology Master Plan – M. Arvizu reported that it is time to start working on the annual update for the Technology Master Plan (TMP). M. Arizu recommends forming a small task force to assist with TMP annual update. The task force will update the computer replacement plan needs to reflect computer replacement needs for the next few years. In addition, the task force will re-evaluate existing initiatives as well as add new initiatives (e.g., SSSP, HR/Payroll). M. Arvizu, J. Maringer, F. Lozano, K. Billups, and S. Lawrence will participate in TMP task force. Anticipated completion is end of Summer 2015 or beginning of Fall 2015.
- IX. Online Education Initiative – Sabrina Lawrence provided some information on the online education initiative (OEI) activities being handled by a California Community Colleges (CCC) consortium. OEI is developing a common learning management system (LMS), and are evaluating LMS modules that will work for all community colleges. In addition to providing an online course exchange, OEI will provide professional development for faculty, student support tools (e.g., online tutoring, writing center), and quality standards/rubrics for online courses. OEI would like to pilot courses in Spring 2015. F. Harris inquired on the amount of participants in the OEI pilot to justify Gavilan needs adequately. F. Harris inquired about the costs of participating in OEI. S. Lawrence reported that costs have not been published because OEI is still evaluating LMS, modules, and support needs.
- X. Change in host for Learning Management System (iLearn) – Distance Education Committee recommends Remote Learner to host iLearn. Remote Learning will host iLearn for initial cost of \$17K and annual support for \$12,245. Possible funding from Title V to cover initial costs. Plan is for Gavilan to pilot Remote Learner during Spring 2015, and go live during Summer 2015.
- XI. 5-Year Instructional Equipment Plan – The District is developing a 5-year instructional equipment plan. F. Lozano asks to include any instructional technologies needed for the next 5-years.
- XII. Next Meeting – December 11, 2014
- XIII. Report out to your constituent group.

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

October 9, 2014

Attending Committee Members: J. Bernstein-Chargin, F. Harris, Ron Hannon, and F. Lozano
Committee Resources and Guests: K. Billups, J. Maringer-Cantu, E. Cervantes, S. Kinsella, S. Lawrence, K. Moberg, and K. Rose

- I. Call Meeting to Order – Fred Harris opened the meeting at 1:00 p.m. Priority items were moved forward on the agenda.
- II. Approval of Minutes, September 11, 2014 – The minutes were approved and will be posted on the intranet.
- III. MIS project list – Kyle Billups reviewed current and upcoming MIS projects
 - ... CurricuNET implementation is ongoing and currently being tested by a few individuals. When completed, it will be the source for faculty to create and update courses.
 - ... We are beginning the implementation of a new CCCApply.
 - ... Updates were completed to support new reporting requirements for the Student Success initiative. Additional reporting requirements are still being implemented.
- IV. SSSP and PB19 Technology Needs – Kathleen Moberg reported that Gavilan is offering GUID exploration classes, in which one component is students creating Educational Plans using DegreeWorks. There is an issue with scheduling GUID classes in existing computer labs. Kathleen proposes setting up PB19 as a computer for the new GUID classes. Currently, PB19 is not configured as a computer lab. Kyle mentioned that PB19 will need a new network switch, additional network drops, additional power outlets, and 25-30 desktop computers. In addition, Gavilan needs to investigate to ensure that there is enough power to support the additional equipment. Jane Maringer mentioned that we need to ensure that the new proposed computer lab is ADA-compliant.

Kathleen Moberg and Kyle Billups proposed purchasing a robust virtual server to house all SSSP-related software and servers. SARS-GRID is used to schedule/track students meeting with counselors. Currently, SARS-GRID is running on an old server and database. Both Degreeworks servers' Dell support agreement expires in April 2015. After April 2015, Gavilan needs to decide whether to purchase new servers or extend the service agreement. Purchasing a robust virtual server will enable Gavilan to install SARS-GRID (3 servers) and Degreeworks (2 servers) onto a single physical box with a 7-year support agreement.
- V. Web Accessibility – Jane Maringer reported the need to reconvene Section 508 committee to help ensure ADA/Section 508 compliance. Jane mentioned that DegreeWorks is not fully accessible, and other institutions are sharing the same concern. If GUID classes are requiring the use of DegreeWorks, then either Degreeworks needs to be accessible or provide additional help to students who needs assistance.
- VI. Online Education Initiative (OEI) – Sabrina Lawrence reviewed the online education initiative activities being handled by a California Community Colleges (CCC) consortium. Sabrina reported that MPC and Hartnell are participating in the pilot OEI. Sabrina will contact MPC/Harnell as well as monitor listservs regarding the status of OEI.
- VII. Change in host for Learning Management System (iLearn) – Distance Education Committee evaluated Remote Learner and Moodle Rooms, and recommends Remote Learner. Remote Learning will host iLearn for initial cost of \$17K and annual support for \$12,245. Possible funding from Title V to cover initial costs. Plan is for Gavilan to pilot Remote Learner during Spring 2015, and go live during Summer 2015.

- VIII. Website/CMS update – Jan Bernstein-Chargin reported that WebHeads continue to prepare for a new content management system. The WebHeads are planning to meet with Articulate Solutions to start developing new web design templates. The new web templates will be responsive supporting mobile, tablets, and desktop computers.
- IX. Student E-mail and Social media policies – Jan reported the need to develop business procedures to send e-mail to all students. What types of e-mails, who can send e-mails, and the frequency are being discussed. For instance, campus events may be sent to all students in a monthly digest. Steve Kinsella mentioned looking at Gavilan’s current BP/AP for computer usage.
- Jan noted that various Gavilan departments would like to create a social media presence. Similar to the e-mail procedures, Jan recommends developing guidelines for departments to use social media. One recommendation is adding the PIO as an administrator for all Gavilan-approved social media sites.
- X. Clery and SaVE Acts (one-click presence): Jan reported that Gavilan needs to ensure that the necessary Clery/SaVE web page are one-click away from the District’s home page. Jan mentioned added a link to the “About Us” drop-down menu that is on every District web page.
- XI. New Tech Topics:
- XII. Next Meeting – November 13, 2014
- XIII. Future Agenda Items:
- A. 5-Year Instructional Equipment Plan spreadsheet
 - B. Upgrading Network Infrastructure to support new technologies that were added the past 3 years as well as upcoming technologies.
- XIV. Report out to your constituent group.