Technology Committee Meeting Agenda  
November 29, 2022

**Attendees:**

Committee Co-Chairs: Ellen Rayz, Daniel O’Leary

Committee Members: Cynthia Dewar, Chien “Ken” Lin, Jerry Wu, Monika Liu, Michele Alaniz, David Yee, Shang Xu

Alternates: Dayamudra Dennehy, Nicolas Wang

Guests: Sheila Pontanares, Fred Teti, Lisa Cooper Wilkins, Bobbie Ford McCormick, Pam Mery, Tom Boegel

Resource Members: JR Hall, Cherisa Yarkin, Gerard Layug, Jay Robinson

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| No | Item | Discussion/Outcome |
| 1 | Remaining 2022 meetings date(s) | Schedule changes due to holidays |
| 2 | Agenda Review | Additional topics? |
| 3 | Monthly User Groups and Work Groups Updates | [Workgroups for 2022-23](https://drive.google.com/file/d/1uW4aNNMcURcydVn29XnzGuNd_ZJnP-qp/view)   * Banner User Group-Jay Robinson. Last meeting in Nov, discussed 50 releases needing to be processed. Has been in production for 2 weeks, no major issues. Hoping to have one more by end of year, provided Ellucian provides end of year updates in time. Schedule of meeting pending Ellucian info. * Registration Platform RFP – Ellen. A lot of progress with documents, finalized approach and ranking criteria. RFP will be released Jan 9th. Finalizing document. List of requirements is being finalized. 200 or so requirements on list. Shared with DCC, feedback shared and discussed. * General-Student Affairs – Monika. Main update, project with Academic Affairs to use Signal Vine to notify students when a class is cancelled. * General IT- JR Hall. Java wants to charge for Java, looking for what is using Java and removing it if possible before a bill becomes due. * General Library and Learning Resources-Michele Alaniz. Thought access to Evsco would be lost, but state renewed so we can continue for now. Otherwise would have been a lot of work. Also, OLET updated license for Badgr software in Canvas, which the Library uses. * [General-Office of Online Learning and Educational Technology-](https://citycollegesf.sharepoint.com/:w:/s/TechnologyCommittee/EfEjvlyL_9xEiJ_AXddghQwBdSXhFFR6t8chnVKl5o_RRg?e=szHy2g) Jen Kienzle. Michelle is working with Jen on Badgr, which was purchased by Instructure. Jen is at a conference, update will be provided in December. * Google Workspaces – Gerard. Since last meeting, CCSF is below maximum from Google. Currently 112TB, 50 TB below upper limit. Continuing cleanup processes. In past 2 weeks, notified 8k former students who had some kind of employment history, but no class at CCSF since 2019. Pending deletion date of 12/12 (30-day notice). Also recommendation regarding deletion of 800 employee accounts that never logged in. Looking at usage, last date of login, utilization of space. Working to ensure employees receive support. Congratulations to the Workgroup for meeting the Google deadline.   [Workgroups membership](https://citycollegesf.sharepoint.com/:w:/r/sites/TechnologyCommittee/_layouts/15/Doc.aspx?sourcedoc=%7B6A385249-C567-40F6-BCB1-66F21242DBCD%7D&file=Work%20Groups%202022-23.docx&action=default&mobileredirect=true) |
| 4 | IPQS tool | Project update, implementation timeline  Contract is already signed. Next steps are establishing an account for CCSF, Ken and Kevin working with IPQS to get support, will link data from our system about students into their system. College will have a shared account to start running. Looks at a combination of IP address, naming conventions, home address. |
| 5 | Student Printing Solution | Update, and students’ engagement report  Still waiting for accounts to be set up to be able to handle payment gateways. Those are needed in order to test the system. Not clear what the timeline is for the Bursar’s office to be able to get those set up. |
| 6 | Standardized Maintenance Dates-Modification and Work Group Update/Tier Update Document | Blackout Maintenance Dates for 22-23 - this remains one of TC’s primary goals.  This is an objective for the Committee. David Yee shared a file via chat, “Tech Blackout Dates for Academic Year 2022-23"  Intent is to establish set of standard blackout dates agreed upon by Tech Committee, then disseminated to the college. Black out dates, everyone is aware, no surprises. Modeled after last academic year.  2 sets of blackout dates;  Minor - first Sunday of every month 6am-12pm for minor updates, e.g., phone updates.  Major – for substantial Banner updates, Fr/Sa/Su. 2 are past, end of Dec, end of Mar. To fit during the winter and spring breaks, respectively. Needs to coincide with Ellucian updates.  Checking to make sure the minor changes don’t affect Canvas? Correct.  Also, 3/24 is last day of short term classes (8wks/4wks), is there enough time for faculty to get their grades submitted?  Grades are due 1/3/23, the Dec blackout period is 12/28-30. Clarification: this update is for payroll, taxes – zero wiggle room, must have current pay, W2s, 1099s and tax rates for payroll. Ellucian release date is the main factor. Did a major update over Veterans Day, so this year we have prepped ourselves by installing many of the releases. So hoping it will take less than 3 days this year.  Importance of communication – let everyone know the timelines to submit grades, census, ahead of time so we can plan. Usually Spring break is less impacted. Normally registration begins 2nd week after Spring break.  Plan is to disseminate this information. We hope to get 2023-24  information in March, e.g,. setting the July and Nov 2023 dates.  Blackout periods for no major Banner updates – request for specific dates: Final grade submission (12/21/22 - 1/3/23); (5/25/23-6/2/23), Registration (11/28/22 - 1/2/23); (4/10/23- 4/14/23) Semester start (1/17/23 - 1/20/23).  Payroll activity dates – to be checked, last year the week between Christmas and New Years. Due date for tax update 12/19/22 (30 min job); first payroll is 12/22/22. The W2s and 1099s take longer.  Issue for January: competing deadlines, including payroll requirement for Banner work such that tax documents are completed for dissemination by 1/31/23. Receive updates from Ellucian around the start of Winter break, need time for testing in non-production. Dates may change from what we plan. Last year, got into production first weekend after winter break. ITS can get it done before spring semester begins, but it is always tight.  Document to be shared in the Technology Committee Teams files folder. If there are additional dates/information, please annotate that document.  Adoption of this set of dates: David Yee moves, Monika Liu seconds. Yes = 6. No = 0.  David to work with CityNotes to disseminate. All pledge to work on it earlier for next year. |
| 7 | Technology Acquisition Process | Feedback/Update/Volunteers to participate /Review in small portions during TC meetings  [Draft process](https://citycollegesf.sharepoint.com/:w:/s/TechnologyCommittee/EVkJTpZt0clAvQ-JztwVxBUBEkJz0vGly4rQLPkGf6P9sA?e=TkZkNc)  Working on Accessibility Review, Cybersecurity Review. Will have drafts to share by first 2023 Tech Committee meeting. |
| 8 | Splashtop, Fall 2022 | Final Update: Splashtop – 117 implemented licenses, (exp. 06/30/2024), they are used as follows (by department):   * BEMA: 37 licenses * Architecture: 26 licenses * Engineering: 10 licenses * CS: 10 licenses * Cinema: 25 licenses * Photo: 1 license   Above is what is currently purchased, up to date list. Covers all district locations. There is another department that has requested 68 licenses for Spring 2023. |
| 9 | Computer Labs Work Group | [Current number of labs and computers](https://citycollegesf.sharepoint.com/:x:/s/ITSSupport/ET-c5IRFC7JAtuHumctQR38BYFFYJ7VodOZE-mWrA-Fsyw?e=Em4roO)  Refresh cycles  Managing at the enterprise level  Challenges with current lab structure  Discussion Post-pandemic.  Link to JR’s [White Paper](https://citycollegesf-my.sharepoint.com/:w:/g/personal/jrhall_ccsf_edu/ETqWqM391yxLtJjtKxIFW40BIVLeC5TNzzTYRxfgZd72IQ?e=KKQYwO.)  Workgroup kick off meeting was 10/28/2022  Met twice, discussing topics and trying to look at what the group will look into. What are we looking at, what is the history, what kind of recommendations, to whom, how will it connect to initiatives and activities in process, as well as Technology Plan.  Working on questionnaire for Dept Chairs, regarding their labs - they PC/Mac? # stations? Specialized peripherals /software? |
| 10 | Zoom Recordings Maintenance | [Zoom Recordings Deletion Update Request for Workgroup](https://citycollegesf.sharepoint.com/:w:/s/TechnologyCommittee/EaJc5spE175JsTY9mm-p758BR4Zkhykuhw9mmB7UAd1vAw?e=gJlIOB) -- Send the deletion schedule, resources, autodeletion date, and other pertinent information to the following groups:  • Academic Senate or DLAC  • Classified Senate  • Deans & Chairs  • Technology Committee for Final Recommendation |
| 11 | Fog Sites | Updated report has been delivered.  Outcomes of CS department discussion on 10/10/2022  Any feedback following Oct Tech Committee meeting? We are trying to identify owners of the websites. Move/update legacy server.  Has anyone reached out to faculty, e.g., Aaron Brick who expressed interest. He is a big user/proponent of Fog. Other faculty are using it and finding value. Fog needs to be maintained on non-legacy infrastructure that can be supported.  Recommendation from last meeting: Use new reports to identify Fog power-users, reach out to them to participate in discussion of how/when Fog will be addressed. Review 2019 notes and email.  Since last meeting, have installed Google analytics, give it a month or so to see what actual usage will look like.  Fog was referenced in recent correspondence about registration since it hosts faculty web pages, so need to make sure that period of time is covered in analytics considered.  Concern is running legacy software that is no longer being patched. Suggestion to consider options including possibly patching. |
| 12 | Simplicity | Project goals and updates – software for students with disabilities.  Tool purchased by DSPS. ITS has provided 3 data files from production in csv template. Faculty data file (active in the system), Student data (fall 2020-2022) all credit and noncredit; student registration data for fall 2022 (CR and NC). Not clear how frequently data will be provided. Will help populate with SIDs and emails into the platform. |
| 13 | Student Communication Plan | Update from Student Affairs. (after item 3). Via Student SUpport Strategies Ad Hoc Committee, discussion about streamlining communications to students. Especially about spring registration, and start of spring semester to address isssues identified previously. Drafted strategies, there will be a meeting next Th 9:30-11am to discuss.  SSS Ad Hoc Committee Meeting - Thursday, Dec 8th from 9:30-11: https://ccsf-edu.zoom.us/j/96561341290?pwd=S1p0K3o5TTh3YXZDSjNpTzlsaGtzUT09&from=addon  Larger piece around communications in general, using Signal Vine efficiently. Rolled out slowly with focus on supporting student admissions and registration. Want to make it broadly available, but Signal Vine cautions about over-texting. Encouraged us to come up with a strategy, what is text-worthy message, vs pop-up on website, via app, Canvas. With text messages, students can opt out any time, don’t want that. SV suggests limiting to 2x per week.  Ellen partnering and working with group of folks to come up with communications strategies. As an institution, need to have sense of what we are communicating at any given time, how can we let the college community know the messages going out to students. Group will be meeting later this week to start this work. What are key messages at specific times? As well as Emergency messages. Types of messages, platforms – are we maximizing to the best of our ability. Idea is to develop more formalized strategy for communicating with students.  Comment – great that we are creating strategy so students are not bombarded with messages. |
| 14 | Ghost Students | What is done at the State Chancellor’s office to address financial aid fraud, and what can we share with CCSF faculty?  Deferred to next meeting. |
| 15 | Badgr | Technology use outline and prospects  Deferred to next meeting. |
| 16 | HyFlex | Technology use outline and prospects. Presentation is [here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F1NJmcxE6RuSkMbhUXHtWS8vnNN_kJ9RVaUgqJ9Ix5V3w%2Fedit%3Fusp%3Dsharing&data=05%7C01%7Cerayz%40ccsf.edu%7C856baf31da884bdc930308dad222d456%7C5e0f22d68a16417ebf3ad081c98b38d8%7C0%7C0%7C638053344275437130%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JZZaYc%2ByU3916cLS3ozHphz0Kl9a9GXx6pb6RWELog4%3D&reserved=0).  Would Hyflex be a good fit for CCSF? Dayamudra has been in conversation with CC counterparts around the state – San Diego, Los Angeles, Bay Area. (see her slides)  SDCCE team developed hyflex pilot and studied. Focus on NC ESL. Challenge of online students having access to camera and mic. Rolled that info into PD.  Different technology options across the colleges consulted.  Staffing: Hyflex coordinators, instructional aides to set up the technology and to work directly with students on how to use the technology. A lot of training involved, as well as a professional learning community of Hyflex instructors.  Canada college had most challenges. Technology installed, but no training. Recommendation: Start a taskforce of onboarding, training, ongoing support and PD.  Pierce – positive experience. Semester-long taskforce, rollout was 2 classes. Then soft launch of limited number of classes with stipend. Owl mounting had facilities challenges. Importance of surveys of faculty/students for data to improve.  Circle of inclusion.  See 3rd-to-last slide for take-aways.  What is the experience like for students? Do they have quality and choice?  Good to see lessons learned from other colleges. Like the idea of giving students choices. Brian Beatty is interested in staying in touch too. Would be great to form a taskforce, which disciplines are most likely to benefit and be successful. Slow roll-out with teachers who are tech savvy and in disciplines that lend themselves to HyFlex.  Feel free to stay in touch regarding HyFlex: adennehy@ccsf.edu |
| 17 | Students email messaging | Students not receiving email messages from the College  Deferred to next meeting. |
| 18 | Decommissioning of web archive | Current status  Working group/volunteers to work with content owners  Trying to decommission the archive, which had ADA compliance issues ADA. Shut down edit access in 2021.  Looking for a means to identify any content in archive that people need. ITS can help migrate material from archive to other locations.  Request members help spread the word to constituency leadership that ITS is looking for help.  What is timeline? Fall 2021 – we are far past it. Looking for assistance in leading this effort so we can finally shut it down.  Request redirects for people seeking to access obsolete web pages, rather than error-page not found. Use helpdesk system to open tickets to request assistance in moving content. |
| 19 | Technology Acquisition Review | New acquisitions: none. |
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| 20 | Other items? |  |