# Technology Development Council

**Unapproved Minutes**

**Wednesday, May 27, 2015, 3:00 p.m.**

**Room: E-112**

## MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Matt Coombs</td>
<td>Administration (P)</td>
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<tr>
<td>Mark Sanchez</td>
<td>Administration (P)</td>
<td>x</td>
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<tr>
<td>Renata Funke</td>
<td>Administration (P)</td>
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<td>David Phillips</td>
<td>Administration (P)</td>
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<tr>
<td>Monica Galvan</td>
<td>PT Faculty</td>
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<tr>
<td>Marnie Glazer</td>
<td>Faculty (2-yr)</td>
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<tr>
<td>Jim Riley</td>
<td>Faculty (2-yr)</td>
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<tr>
<td>Deborah Stephens</td>
<td>Faculty (2-yr)</td>
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<tr>
<td>Eric Strayer</td>
<td>Faculty (2-yr)</td>
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<tr>
<td>Benjamin Grainger</td>
<td>Classified (2-yr)</td>
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<tr>
<td>Andrea Marble</td>
<td>Confidential</td>
<td>x</td>
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<tr>
<td>Jhanic Ramos</td>
<td>Student (1-yr)</td>
<td></td>
<td>x</td>
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<tr>
<td>Frank Osorio</td>
<td>Student (1-yr)</td>
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## Others

<table>
<thead>
<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Lark</td>
<td>Instructional Technologist</td>
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<tr>
<td>Megan Blevins</td>
<td>Instructional Technologist (off site)</td>
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<tr>
<td>Steve Otero</td>
<td>Computer Specialist</td>
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## CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 3:10 p.m.
Committee met

## ACTION ITEM

1. Approval of April 22, 2015 Minutes

Coombs, Matt

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**HARTNELL COLLEGE VISION STATEMENT**

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

**HARTNELL COLLEGE MISSION STATEMENT**

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.
1. Area Reports
   a. Students
   b. Classified – none to report
   c. Confidential - none to report
   d. Full time Faculty – report
      • Discussion re: Etudes vs. Canvas. Marnie inquired about the college’s plans to migrate to Canvas from Etudes. She passed along information from others in her program that mirrored her sentiment that it would be wise to make the move to stay with the times to remain compliant with the OEI decision, because it had many more tools for class management and because Canvas was easier to use. Matt Coombs asked Marnie to list specific aspects of Canvas that made it easier to use. Marnie was not able to list any specifics, but said she would poll others and report back. Marnie also expressed the opinion that we should definitely not sign the option presented by Etudes to pay for three years for the price of two because she thought we would be able to be up and running before we had to renew.

   Matt thanked Marnie for passing this information on and pointed out that there are three types of relationships between a CCC and Instructure (vendor who owns Canvas). One is to have a single faculty member indicating that they would like to participate in OEI and would like a course shell. This is free to the faculty member. Training is already available through OEI. Second option is a school that has no interest in participating in the OEI, but would like to move forward with Canvas. Third, which is our most likely consideration, is a school that is participating or will participate in OEI and would like to use Canvas for all of their courses. Faculty members that would like to start playing around with Canvas could use option one, but until Hartnell signs with Instructure, Canvas will not count as a supported LMS except for OEI courses.

   Matt Coombs made it very clear that this decision is not an IT decision, but an academic/faculty one. IT does have opinions and recommendation regarding timing and preparation and process, but IT does not want to be in the position of blocking a decision as we don't have to use the tool daily. IT is impacted by the decision however, as it is our department that is responsible for training the campus, creating and delivering communication about the transition, and dealing with all of the help desk tickets regarding issues with the old and new software. David Phillips also pointed out that Canvas does not yet have any integration with Colleague, our student information system. We just completed integration with Etudes 6 months ago. This means that with the Canvas integration, we would need to schedule and fund similar work to be done so that rosters and access were kept in synch from semester to semester. It is clear IT

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Matt then explained that there were many other important considerations to this transition and that making decisions based on fact and prudence were important. For instance, while the OEI has announced that Canvas is their selected and contracted LMS vendor, the details of the contract have been purposely withheld at this time – not sure why. So we don’t know the cost of Canvas for California schools. We know the cost for pilot schools, all of which have been selected and identified, will receive Canvas for free during their pilot phase. Costs beyond that remain unclear for the short and long term. We do not know how long the state will subsidize Canvas. This is important because Canvas is not cheap unsubsidized. Until we have the details, it would be unwise to move forward and move off a platform that we have only been using for two years, though it seems likely that we would eventually make the switch. Matt also pointed out that this project is tied to the Education Planning Initiative (EPI) as the EPI is building the portal infrastructure to authenticate and provide access to courses and student services. Both are very optimistic projects. Nothing this large has met with success in any of the systems in the state. But we are planning on proceeding carefully assuming everything will work out as planned.

Renata Funke pointed out that we needed to carefully consider our demographic base and our students as we make this long term decision. She pointed out that many of our teachers were considering hybrid models of teaching rather than fully online. Canvas can clearly support this type of model, but educators need to be trained in the technique as well as the tool as this model becomes more prominent. Renata stated that OEI is only one driver of influence in this decision.

Matt indicated that he had presented to the distance education committee on what he felt would be the best process forward and communicated that Laura and Megan had presented to the Academic Senate regarding the pros and cons of the decision. The proposed process was to first have the DE Committee first vote they would like to initiate an evaluation of current LMS systems and if there was agreement, take a recommendation to the Academic Senate. The DE Committee has done this. Consequently, IT said it would be willing to participate in the process of coordinating the invitation to demo of multiple vendors and the subsequent comparison and evaluation of 3-4 of the leading vendors including Canvas so that if a switch was going to be made by the college, we would be certain that Canvas was the best possible CMS for the school and we could point to the process of due diligence as proof that a full and thorough consideration was made as it was when we moved from eCollege to Etudes 2.5 years ago. Academic Senate is still considering the recommendation.

Matt also pointed out that even if we made the decision today to move to Canvas, it would take the campus 12-18 months to complete the process after due diligence, contract signing, migration and integration work, and training. We found that when we moved from eCollege to Etudes, we first had to archive 3 years of classes, and many faculty did not receive training or migrate their archived eCollege classes into Etudes until just before they were going to teach it again. We believe this same pattern will repeat itself. Most faculty teach all assigned classes in a 12 month cycle, but 18 months would safely give us a buffer of time to ensure all faculty are ready and trained to use...
the new system. While there is a cost incentive to push the campus to move faster, we fear that students and faculty members will be negatively impacted. Matt reminded the group that the Etudes renewal occurs every June. The contract requires 90 days notice. So we would need to be absolutely sure everyone was migrated or ready to migrate by June 2016. That effort would need to take place during Fall 2015 and Spring 2016 classes with little overlap of Canvas. For this reason, IT has made the recommendation to sign the 3-year renewal because we are certain we will need at least more renewal after this year. If for unseen reasons, we still need Etudes a third year, it is absolutely free though we assume Canvas will be in place by then. The contract is being taken before the board next week.

2. David Phillips introduced the Council to a new project prioritization tool developed by the Core Team which is a multi-department/functional group that meets every Monday. The tool helps score projects based on impact to students, income, operations and continuity. The purpose of talking about the tool was to make sure the Council understood there is a process and backlog of projects so that as items come up in this meeting, the members would be mindful of the process.

3. Stephen Otero gave an update regarding Apporto. He received additional feedback and experience reports from the council as they were used as testers. Steve explained why some issues were happening and said they would be resolved by Apporto shortly. We are hopeful the service will provide our campus users the freedom to install apps on their PC and Mac systems even if they do not have administrative rights.

4. Stephen Otero then talked about thin clients and the plan to install 300 additional throughout the different campus locations. Thin clients have certain operational limitations, but the experience with them has been overall positive and they help IT support the campus much quicker and efficiently.

5. Item 5 was skipped – Parking tags will be paid for by students online and distributed through the mail. There will be no change for employees.

6. OEI update was covered when discussing Canvas.

7. General health of IT and technology on campus is very positive and moving in the right direction. Systems are more dependable, far more modern than most other colleges in the state and the confidence the campus has in the department has increased. More good to come.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

NEXT MEETING(S): September 23, 2015 in E-112
ADJOURNMENT: Meeting adjourned at 4:45 pm.

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