

# Tech Council notes 4/3/2019

Wednesday, April 3, 2019 3:12 PM

- Attendees: Bala, Nancy, Suzie, Liz, Shawn, Laura in lieu of Steve O., Carla
- Call to Order
- Action item
  - Approval of minutes 1/23
    - 6 approves, 1 abstain, Nancy 1st, Liz 2nd
  - Approval of minutes 2/27
    - Correction: "Different form of access for clubs"
    - 7 approves, Laura 1st, Shawn 2nd
- Information Item
  - Pronto
    - Nancy: "My students really liked. Distance Ed. Committee folks on board with trial. Free for a year. Soft launch pilot fine, don't need to train people large scale until we make a final decision. Pronto looks simple."
    - Bala: met with Carla - counseling using Cranium Café - Nancy: "faculty will prob. Need to use separate things"
    - Bala: "Does Pronto overlap with anything else?" "Zoom?"
    - Nancy: "Zoom and Pronto are different. Some overlap, but students"
      - "Zoom great for instructor-student interaction. Pronto will fill the gap with student-student interaction. I would love for my students to have this to do labs at home - streaming and use chat feature to work together but separately."
    - Laura: "Canvas Live Chat will support this functionality of chatting together."
    - Nancy: "gives students the option of working together from home. Students that I talked to thought it would be helpful. Students don't want to share their phone numbers, or speak to other students outside of the classroom. Hands-on lab. "
    - Laura: "Liability for Hartnell if they are using video chat and something bad is said. You have to hit record on both Zoom and Pronto."
    - Carla: "Cranium Café records automatically."
    - Laura: "you can share files with Zoom as well as Pronto."
    - Laura: "[she] wants to follow up on liability question."
    - Bala: "Who do we check with for liability? Does this need to go outside of the TDC?"
    - Laura-Shawn: "Do we have other student-initiated video chat? Yes, Google Hangouts."
    - Laura-Nancy: "Cranium Café is open for everyone, faculty need to turn it on but they can use it now." Nancy: "didn't know what CC is"
    - Bala asked about faculty access to CC. Laura: "Faculty do have access to CC but need to turn it on."
    - Laura: "I'll confirm with the CEO of CC that everyone can use CC at Hartnell."
    - Laura: "Zoom has built-in captioning, but CC has a nicer version."
    - Laura shows the group how to turn on CC and how to find training (Tech Tools).
    - Bala: "none of these tools have student-to-student interaction, correct?"
    - Nancy: "no, I really need student-student"
    - Bala summary/follow-up:
      - Liability of student-student
      - U
    - Laura: "Can we wait for Instructure to make their announcement in a few months?"
    - Nancy: "I like that they can see their classroom peers and their canvas groups within Pronto."
    - Laura: "Pronto shows all of a student's groups and classes in a big long list. It's a cluttered list, they see everything they have even in a single class."

- Nancy-Laura were discussing Pronto cluttered interface and usability.
    - Bala: "Carol Hobson, DE Specialist, using Pronto at Cabrillo? Should DE committee check with them?"
    - Laura: "liability issue with Google Hangout
    - Carla: "when will we have a vote?" - Bala: "I
    - **Carla proposes that the vote for Pronto be placed on the next agenda.**
    - Liz: "Carol is using Pronto. Yep."
  - Directory Task Force (Bala)
    - Change: information no longer updated by Bruce, telephone team member. We will eventually use information from Colleague to show up on the website.
    - HR is going to form a directory task force to maintain (across moves/new positions) employee information.
    - Maintained in one place and reflects most recent HR information.
    - Temporarily, we are using Active Directory, which is updated by IT. We want to avoid this for the final project.
  - Calendar Task Force (Bala)
    - Four groups: IT, Communications, Academic Senate, Scheduling
    - Look at existing tools that we have implemented:
      - ASTRA
      - Canvas
      - OmniUpdate
      - SARS GRID
    - Solution: centralized, moderated
    - Public facing and internal tools
  - Tech Plan Task Force (Bala)
    - Suggestion from the Accreditation Committee
    - We started it, requested volunteers, it fall off the radar.
    - Going to try again to come up with the next Tech Master Plan.
    - Dave and Deborah co-chairs
  - Center for Information Security CIS 20 - Security Controls (Bala)
    - Presentation at the Tech Council - requirement that every inst. reporting data to the federal government.
    - IT broken into workgroups - trained on their area controls.
    - Implementation phase: study, status, waiting for creation of task force.
    - Task Force will work with IT team working groups - propose to Board of Trustees - need for money for compliance - infrastructure upgrade, user functional training for using technology resources.
    - Task Force will ensure not just IT-driven.
    - Suzie: "you need someone from HR."
    - Bala: "for example: we need to maintain an inventory of systems connecting to our network. "
    - Update: finished working on initial assessment, finished assigning workgroups to controls, going to start on creating Task Force non-IT members at Hartnell, then we will go to Board of Trustees.
- Area Reports
  - Faculty
    - Nancy: "Drop Roster dates, and there are issues. Email going around."
      - "Everyone has different dates - why can't we have the same drop dates for all of our classes?"
      - "One person has sections with one date, a lab with another, etc."
      - Bala: "drop date requirements driven by Chancellor's Office - by census date - 20%, 60%. % based on number of meeting days for a given section."
      - Bala: "Faculty got the same date because A&R was internally accounting for the

- different dates but giving everyone a consistent date."
    - Nancy: "They don't like the different dates and they don't like not having a reminder."
    - Bala: "There are many factors going into it, but this wasn't driven by IT. Faculty were requesting the ability to drop students online to avoid mistakes." Laura: Adjuncts had to make special trips to campus to bring paper drop forms."
    - Bala: "We don't have a standard for when sections start."
    - Nancy: "Maybe remind faculty once a semester?"
    - Bala: "the system does not allow you to backdate or use a different date."
    - Nancy: "it would be nice if all full-term courses had the same drop dates."
  - Nancy: "Error: someone of us clicked on a student, entered a date, and dropped them, and received a datatel email that no one was dropped. I tried again with one of my courses and it worked. It's happening to several people, this week."
  - Liz: "we're having trouble in our lab, E-211, with I-drive. Storage capacity is running out. Students have to delete files."
    - Bala: "will bring it up at next IT meeting. We bought some storage. U drive has plenty of space."
  - Liz: "Faculty raised an issue about the Macs in E-219. They're slow and they don't want to use the room. Can someone check on these?"
- Staff
  - Laura: "we need more staffing."
  - Suzie: "we need to hire additional faculty with 50% law."
- Functional Areas
  - Carla: "we met with Bala, Laura to talk about tools and reports-- will "
  - Suzie: "position control-- complete, I look forward to starting to use it next week."
- Subcommittee Reports (Bala)
  - Online Services - new website, new CMS
    - "If you see errors, fill out the report error form."
    - "New infrastructure with disaster recovery in place."
    - Alert feature for emergencies - in place
    - "Trainings with pilot group starting tomorrow."
    - "User maintenance is very straightforward. Uses PAWS password."
    - "Able to run reports in the backend - accessibility, broken links, usage, very nice reports."
    - "Direct access to the server, very exciting."
    - Laura: "fully online training available next week."
    - Bala: "top 25% active users chosen, with representation from our various groups."
    - Bala-Laura: "the new system is more useful and exciting."
    - Bala: "this migration was to a new look and infrastructure, not to update website structure."
    - Suzie: "do we have any examples of good ways to present
  - DART (Bala)
    - Nothing to report - cancelled due to other projects.
    - Bala: "Matthew understands the data, knows what questions to ask, and knows SQL."
    - "We've upgraded our test infrastructure to the latest system."
    - "We're working on a dedicated reporting server."
  - Advisory Research Group (Matt)
    - Matt isn't here so will wait until next time.
- Information / Discussion / Presentations
  - AB 705 MM updates (Bala)
    - We are one of the few colleges that are in full compliance.

- Thank you to everyone especially Math and English faculty.
    - IT built a tool for MM placement. Bala-Carla discussed what the tool can do with Nancy and Laura.
      - ◆ Carla: "just in time workshops that will be built around Math/English - 1AX embedded support."
        - ◇ "Chancellor's Office isn't saying don't provide support, they're saying provide support concurrently while taking the course."
    - Bala: "Goal: decrease time to graduate. Part of the bill addresses high schools and CC interaction"
    - Carla: "students excited to be placed in a transfer level class instead of a remedial class. Students felt bad to be placed in a remedial and it caused time to degree to balloon to 4+ years."
    - Carla: "pathways will allow a student to take courses that fit into majors within the meta majors."
    - Everyone will use the tool.
  - Network Refresh RFP (Bala)
    - Request for Proposal
    - Six companies chosen - presentations given
    - Came down to 2-3
    - Going with Aruba, Bay Area-based
    - Cabinet approved money for it
      - ◆ S building issues
    - IT went to Aruba offices
    - "New wireless for Nancy" - thank you everyone
- Announcements
  - Bala: "this was a very fun meeting!"
- Next meeting
  - April 24 - 1st Laura, 2nd Suzie