

Technology Committee Meeting

January 24, 2023

DRAFT Meeting notes; [Agenda](#)

Attendees- Ellen Rayz (co-chair), Daniel O'Leary (co-chair), Cynthia Dewar, Monika Liu, David Yee, Jennifer Kienzle, Chien "Ken" Lin, Nicholas Wang, Jerry Wu, Enrique Velez, Alexander Hosmer, Michele Alaniz, Bo Huot, Dayamudra Dennehy, JR Hall, Cherisa Yarkin, Gerard Layug, Richard Velasquez

Summary of Actions Taken at This Meeting

Agenda Item	Action Taken
2. Agenda Review – alternative meeting date in March	Move meeting date to 3/21/23 so it does not conflict with Spring break. Moved by Cynthia, seconded by Monika. Thumbs up by majority.
3. Monthly User Groups Report and Work Groups Updates Subitem: Google Workspaces	Proposal: Deletion of accounts for employees who never logged in. Motion to bring to PGC as a recommendation. Moved by David Yee, 6 in favor, 0 opposed.
11. Canvas Experience	For next time Regarding the Canvas survey, what would the committee like to see? Is there something that would be helpful for the committee to weigh in on/learn?

No	Item	Specifics
1	Remaining 2022 meetings date(s)	Start meeting's recording 😊 New members update Welcome back to Classified member Nick Wong!
2	Agenda Review	Additional topics? Voting process, voting members update March 28, 2023 falls on Spring Break, need an alternative meeting date.

		<p>Cynthia moves to move meeting to 3/21 so it doesn't conflict with Spring break. Monika seconds. Thumbs up by majority.</p> <p>Rollcall procedure – NEW Members self-check-in via list in the Agenda</p>
<p>3</p>	<p>Monthly User Groups Report and Work Groups Updates</p>	<p><u>Workgroups for 2022-23</u></p> <ul style="list-style-type: none"> • Banner User Group-Jay Robinson <p>No report, but observation that there was a Banner update made.</p> <ul style="list-style-type: none"> • Registration Platform RFP – Ellen <p>RFP released to the vendors, contacted vendors to give heads-up on Jan 9th. Questions were due 1/23. Received 58 questions from 2 vendors, working on answers, due next week. Hoping to receive a couple bids for the proposal.</p> <ul style="list-style-type: none"> • General-Student Affairs, Student Communication Plan – Monika <p>No new updates for Student Communications plan since SSS Ad Hoc committee hasn't met since last Tech Committee meeting.</p> <p>One message out to students reminding students about in person office hours, registration support sessions in MUB, important dates and deadlines. Recent updates from CCCCCO, some bills pertaining to student affairs, regarding Student Parents, required to provide priority registration so in process of implementation for Fall 2023 registration. Requirement for student ID cards, must have mental health hotline and contact information, CCSF already had that done prior to law. More guidance to come regarding tuition exemptions.</p> <ul style="list-style-type: none"> • General IT- JR Hall <p>Mostly beginning of semester items, nothing else to report.</p>

- General Library and Learning Resources-Michele Alaniz

No new updates.

- [General-Office of Online Learning and Educational Technology](#)- Jen Kienzle

ReadyGo tool being used for all syllabi, will be holding training. Canvas survey student results available at the link. Survey has evolved, questions about student attitudes and preferences into a separate section, e.g., class modality across credit/noncredit, race/ethnicity. ~3000 student responses. Also posted Canvas faculty survey results, faculty preferences for teaching online. And 127 faculty responses. Notably, asked about hyflex teaching option, faculty tend to be skeptical, want to know how it works, what support will be provided.

If there is interest among deans, vice chancellors, Dayamudra willing to collaborate with Ellen and Jen on a presentation to faculty.


Starting online training 2/1, about 90 faculty, biggest cohort for this ongoing training. Reason for so many faculty this semester is that it will no longer be possible to offer the “remote” modality. Classes will be online, in person, hybrid.

- Google Workspaces – Gerard

Working on quotas for employees. Hurdle is question of storage options. Will post list of potential storage sites on a website, which will inform discussion of quotas. Recall last December, deletion of student accounts who had not been enrolled for 3 years, but had employment. Currently at 105 terabytes (from Dec 112 tb).

Deletion of accounts for employees who never logged in. Introduced at December meeting. Motion to bring to PGC as a recommendation – moved by David Yee, 6 in favor, 0 opposed.

		<ul style="list-style-type: none"> • Data Governance – Pam Mery, Tom Boegel <p>This project was delayed due to Winter break and the start of the Spring semester. By the next Technology Committee meeting, we hope to share progress toward creating an initial draft proposed description for a technically-focused group to address data governance. The draft will include a proposed structure and name for Technology Committee discussion and input.</p> <p>Workgroups membership</p>
4	IPQS tool	<p>Project update, implementation timeline</p> <p>IPQS is a tool to help identify and weed out fraudulent applications.</p> <p>Tool is implemented, some accounts have been pulled, with IPQ scores of 100. Currently accounts are placed on hold as potentially fraudulent. Already received feedback, some students showed up in person or virtually, or via external partners (SFUSD) were able to confirm students not fraudulent so lifted the holds for students who reached out.</p> <p>Over 500 holds for scores of 95, able to assist students to restore affected students their original classes, worked with faculty and chairs to assist students with finding other options when classes had already reached caps. For current 2-week period, addressing as many as possible. Now we need to refine what we are looking at, refine the process of using the tool.</p>
5	Collaboration Teams Discussion	**Removed from agenda
6	Student Printing Solution	<p>Update, and students' engagement report</p> <p>Payment gateway placed in, testing last week. Was able to credit the account. Will be setting up test machines in library, will demo with Associated Students to get feedback before roll-out.</p> <p>Print, go to print release station to pick up. Student ID cards don't have a chip, so cannot personalize. So, students need to login with their RamID to release their print job. Payment methods focus on credit card, releasing the job debits from the account. Can use lab computer or student's own device. Print jobs retained in queue for 24 hours. For people who need to add value but lack a credit card, can add credit via a code on a piece of paper that can be purchased with cash (not sure how this aspect will be handled – maybe the</p>

		<p>bookstore?) Money can be added via a PaperCut account. Currently 10cents bw, 35cents color, will talk with Associated Students about pricing. System needs to be financially self sufficient.</p> <p>Product is PaperCut, vendor is Konica Minolta.</p> <p>Will be rolled out based on people willing to be brought on board, will talk with different Computer Labs about getting set up. Hoping to roll out broadly. Currently library has to print for free when asked by students, this would be great.</p> <p>Will talk about what the initial costs might be, provide revenue to Associated Students if revenues exceed costs. Talk about any groups of students who will be provided with printing funds by the college.</p> <p>Communication plan: put information on web, CityNotes, Guardsman</p>
7	Enterprise Printing for employees	<p>Seeking TC recommendation for solution standardization on Konica Minolta technology.</p> <p>No updates.</p>
8	Standardized Maintenance Dates- Modification and Work Group Update/Tier Update Document	<p>Blackout Maintenance Dates for 22-23 - this remains one of TC's primary goals</p> <p>Received a lot of feedback from payroll, they have a lot of work that happens on a frequent basis. Will get a workable schedule worked out.</p>
9	Technology Acquisition Process	<p>Feedback/Update - sharing the guidance provided to the Student Equity Strategies Committee for prioritizing the CPR technology resource requests</p> <p> DRAFT- TechnologyResourceRequestGuidanceForPriotization Jan2023.docx</p> <p>After reviewing with Committee, there were no questions or comments on the Draft Technology Resource Request Guidance document.</p> <p>Draft process</p>
10	Computer Labs Work Group	<p>Current number of labs and computers</p> <p>With winter break, did not have chance to meet. Showed computer lab survey questionnaire. No questions or comments. Invitations will be sent out soon.</p>
11	Canvas Experience	<p>Sharing the survey and data (see Jen's report above in Workgroup report section)</p>

		<p>For next time: What would the committee like to see? Is there something that would be helpful for the committee to weigh in on/learn? Curious about trends, is there somewhere we need to pay attention to their needs?</p>
<p>12</p>	<p>Zoom Recordings Maintenance</p>	<p>Zoom Recordings Deletion Update Request for Workgroup -- Send the deletion schedule, resources, autodeletion date, and other pertinent information to the following groups:</p> <ul style="list-style-type: none"> • Academic Senate or DLAC • Classified Senate • Deans & Chairs <ul style="list-style-type: none"> • Cabinet • Student Senate • Dr. John Al Amin • Administrators Association • Technology Committee for Final Recommendation. TC voted for support of recommendation on 12/13/2022. Chair reached out to PGC to present. <p>--Notes 1/24/23: Good news, PGC accepted the Technology Committee recommendation for the proposed process.</p> <p>Zoom cloud recordings created prior to Jan 2023 will start being deleted June 1, 2023.</p> <p>Now we need to finalize messaging communicating this change. Visit constituency groups with the information – Academic Senate, Classified Senate, Deans and Chairs. Also joint message from ITS and OLET – see draft in the linked document above, for email blast using the ITS template.</p> <p>Discussion: Would be nice to add the storage recommendations document that Gerard is working on to communication on this. Would hate to see employees move zoom content to some storage resources that are not a good fit.</p> <p>Participatory Committee, governance committee recordings are handled differently. Board uses Granicus, maybe committees should also move to Granicus. Not sure what Associated Student is using. Ellen informed Cabinet of PGC’s recommendation today.</p> <p>ITS and OLET will collaborate on communication plan, including best options depending on audience and use for those who need to retain their recordings for a longer period.</p>

		<p>BEMA manages Granicus. Storage is unlimited, BoT meetings going back many years are stored there. Uploading files is a manual process, there may need to be transcoding done. It's doable, but a process would need to be worked out with Committees.</p>
13	Badgr	<p>Technology use outline and prospects Jen, Michele, Zach Lam have been doing light exploration but no updates for now.</p>
14	Fog Sites	<p>New report analysis. Next steps? Outcomes of CS department discussion on 10/10/2022</p> <ol style="list-style-type: none"> 1. id the owner of the system 2. will coordinate the upgrade of OS version to RHEL 8.0 (in PROD) 3. # of website owners, and # of former employees 4. discussion about server authentication joining campus AD 5. ITS will pull fresh stats on the page hits and asset - completed 6. id and present to the owner a list of websites that may need cleanup/decommissioning <p>Google analytics (in place since Nov 2022 is capturing more data.....</p> <p>--Notes 1/24/23 Reports have been rerun, producing a list of site owners / major stakeholders. What are next steps? Server needs OS upgrade, needs to join campus authentication process. Security, accessibility issues.</p> <p>Faculty member from CS is interested in participating in any Fog updates. Faculty concerned about removal of Fog server.</p> <p>Observation from analytics review: Over 50% of page hits on Fog are outside the US. Stakeholders contact IT for passwords etc, and there are very few such requests.</p> <p>Discussion: We have reviewed some instructor sites on Fog and they do have accessibility issues. Could be remediated, but not as easy without remediation tools present in other CMS platforms.</p> <p>Accessibility review requires review of every web page posted. Some posted items don't pass accessibility tests (e.g, fonts, colors, screen readability), but there are more advanced issues, how well can content be created accessibly. Look at system, how content is created, content itself, all need to be accessible.</p>

		<p>Fog has been virtualized, but OS needs to be updated. Initial concern is security. Some functionality will not work as it does currently, once the OS is upgraded.</p> <p>Suggest reaching out to Academic Senate president for interested faculty to get involved in planning for addressing Fog.</p>
15	Students email messaging	<p>Students are not receiving email messages from the College – students may block recipient, some seem to end up in junk folder, A&R using Banner Communication Manager (BCM) .</p> <p>---Notes 1/24/23</p> <p>Have not yet received examples, can take of the agenda for now.</p>
16	Decommissioning of web archive (AdHoc)	<p>Current status – communication will be sent out (to 234 content editors) about sunset date on 02/01/2023.</p> <p>Propose to disable archive 06/30/2023</p> <p>--Notes 1/24/23</p> <p>Communication will be sent to everyone about decommissioning of archive.ccsf.edu.</p> <p>CCSF moved to new website in 2020, ended editing at that point. Archive site has similar issues to Fog, security and accessibility.</p>
17	Other items?	Welcome to Spring 2023!