

IT COMMITTEE Minutes

Thursday, August 26, 2021

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/93783751235?pwd=UmVncWtUMVpxTHdrZHE5czdCMWIDQT09>

Type of Meeting: *Regular*

Note Taker: *Michele Schottelkorb*

In Attendance: *Richard Shaw, Rick Motawakel, Mike Wilmes, Jimmie Bowen, Perry Jehlicka, Casey Scudmore, Greg Bormann, Duane Rumsey, Mike Dioquino, Bill Carlson, Lisa O’Leary, Michele Lathrop, Javier Carcano, Bilkeyshia Jester, Deborah Sanchez*

Committee Members:

Richard Shaw, ITS Executive Director
 Lisa O’Leary, Co-Chair
 Duane Rumsey, VP Academic Affairs Designee
 Mike Wilmes, ITS Systems Administrator
 Javier Carcano, ITS Systems Security Administrator
 Perry Jehlicka, DETC Co-Chair
 Rick Motawakel, Academic Senate
 Jimmie Bowen, Academic Senate
 Dr. Casey Scudmore, Faculty Union
 Deborah Sanchez, Faculty – Library/Institutional Research
Vacant – Classified – Academic Development
 Michele Lathrop – Classified – Student Services
 Bilkeyshia Jester – Classified – Business Services
 Lisa O’Leary – Classified Union
 Bill Carlson – Classified CMS
 Rianne Palecpec – ASO Student
 Greg Bormann – Dean – Instructional Services
 LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Opening Comments	Chair	Meeting started at 2:02pm. Agenda accepted as is.
II. Annual Election of Co-Chair	All	Lisa was nominated, no objections, Lisa will serve as co-chair.
III. Approval of Previous Minutes for July 22, 2021	All	Approved as Submitted
IV. Staffing Update	Chair	DBA Search – Interviews in process Clerical II – Help Desk – Stalled, where it is in process we are finding out. AA Search – Bianka has moved on to Edward’s; AA search will be approved on Monday and go out
V. BP & AP Revisions BP/AP 3720 Review AP 3723 - Draft	Chair	Discussion/Feedback/Consensus? BP/AP 3720: It is posted, the text of recommendations from the league are there as well. Rick will be taking a pass and checking for updates. Please drop him a note before next meeting in September for feedback or comment Electronic Mail & Licensed Services – DRAFT – Discussion: AP 3723: In Committee share. Google will be putting a cap on usage. We have done a purge and reduced our storage footprint dramatically. With Microsoft, you must be a student; with Adobe,

		<p>you also must be affiliated with the college. Once not attached, that right or access goes away. Outlines the scope for who is entitled to email and when, and when those accounts are de-provisioned, as well as access to licensed software based upon the college's agreements. Please take a look and reflect back.</p>
<p>VI. Zoom & Canvas Retention</p>	<p>Chair</p>	<p>Update on Quotas & discussion of retention periods: Retention periods for Canvas shells; all-you-can-eat model at the college level with Zoom is going away. They have given us a cap of 650GB of storage, we were at 1.4TB last time it was checked. Rick advised them we would be convening this week and starting a conversation. Recommending that both Canvas and Zoom use the same cycle, which means we retain shells or recordings of the past two terms. Everything else after the census of that term, a reminder will be sent out if you want to keep that content, to download it, or it will be purged.</p> <p>Casey asks why we are not using Google Meets (Hangouts) or Microsoft Meets; We have these options available if you wish to use, Rick responds. There are storage caps on Google still. We have local storage for folks to download stuff to if they want to retain it. Duane asks about retention times, possibly longer than a year due to challenging of grades. Mike W. says professors should archive the shell locally so that they can be saved and restored by ITS if needed in the future.</p>
<p>VII. Update on First Week</p>	<p>Chair</p>	<p>System Crashes, Power Outages, and HyFlex... Oh My! Monday, many of us endured issues with the old Luminus portal. We had periods of time where both servers were inundated Monday/Tuesday. We suggested users use: my.avc.edu. We seemed to have weathered the storm. Working on accelerating the deprecation of the old Luminus server. We have dealt with all of the outstanding technical issue with the new service. Please take a look at the new portal if you have not already. We have apps in the app stores. It works well, and is fairly quick. Michele: we are missing a few matriculation things, Scott is working with the department on that. Objective of soft launch from Summer to Fall is as planned. It has groups and social networking structure built in.</p> <p>Network outage on Thursday, its impact on instruction. The power outage flummoxed the instructional sub networks and the configuration of the new instructional stations didn't allow them to retain their network IPs; when they attempted to pull them from the network that wasn't behaving properly it caused other issues. Because of this, we will be changing the programming in the instructional stations to better sequester that traffic; rather than 5 or 6 devices reaching out for an IP, only 1 will, and everything else internal will be managing its own communication pattern. We think that will dramatically decrease the load on the instructional network and hope that it will improve performance and stability for folks.</p> <p>Hyflex- Discussion on faculty list regarding utilization and how teaching happens within it. We invested quite a bit of training time. We have received feedback and as a result from Summer feedback, we are making some tweaks. Purchase order in place</p>

		<p>for sourcing ceiling mics in every classroom. Rather than relying on lapel mic and faculty relaying dialogue, we are moving to a more inclusive sound structure so folks in the classroom can interact with online students. We are working through an inventory of what is needed to change the display structure. Soliciting feedback.</p> <p>Duane brought up fraudulent registration. Discovered a behavioral pattern in Summer, and much more in Fall; a deliberate attempt to exploit COVID dollars and other financial aid opportunities. We are looking to start a data collection pool, so we can develop an evidence pool for the Inspector General's office and law enforcement if appropriate.</p> <p>Javier weighed in on the issue with the internet in the SSV building. He will go and assess.</p>
VIII. Classroom AV Updates	Chair/Bill	Update / Status – Updates above
IX. Adobe Sign	Chair	Wider and more organized roll out – President Knudson would like a wider adoption of this resource. We will take a more systemic approach, after the quick adoption of the resource during the pandemic. We will be reaching out to the administrative units and the deans offices, to collect forms that have been created and get updated forms, with consistency to be used in the same fashion across campus.
<p>X. Updates</p> <ul style="list-style-type: none"> a. Security Training b. Positive Attendance c. Preferred Name d. EduNav e. myAVC 	Chair	<p>Security Training: Hours of obligations being asked of folks; suggestion was made to break up into quarter bits, i.e. 15 20-min segments and do it quarterly. This generates a continual awareness as it comes up frequently and does not become tedious.</p> <p>Positive Attendance: Used Summer to build a new attendance methodology for faculty. Scott Tuss and Kim Covell built a new reporting structure and set a macros for populating an excel spreadsheet, that provides the math session over session. It worked really well for the Summer, and it has been rolled out to faculty for Fall.</p> <p>Preferred Name: Sent out a draft memo to the exec and admin council earlier this week. It is time for us to recognize preferred name, ideally, we would like to do gender recognition as well. Doing this within the current version of Banner we are using is a challenge, but we can do the preferred name portion. It is built into the new portal. They can enter their preferred name, including rosters, including Zoom. There are areas we must use legal name to conduct business; but this is a first step in allowing students a proactive control over how they are identified and how they interact with faculty. Hope to have this rolled out next month. We are matching email to preferred name, and we are matching it to student/employee ID. Not just students, employees as well.</p> <p>EduNav: We are close to full production. Over Summer we ran a first pilot. About 500 students were invited to use it. Over 300 students used it. With a couple of exceptions, it has been</p>

		<p>received very well. Next step will be to expand the population. All new students registering for Spring will be added. Michele has done a tremendous amount of work, working with counselors and EduNav to get this in place. It allows counselors to plot multiple semesters out and provides an approved Ed plan for that student for their major; it then gives the student, semester over semester, control over what courses they take as the registration cycle comes up. Early stages of adopting a tool to bring in transcripts and bring them into Banner, so that counselors can bring them to bear in the Ed plan, ahead of time, so students aren't duplicating classes if they have taken them somewhere else. This will improve their time here and their success paths as well.</p> <p>myAVC: my.avc.edu. It is out there, it is live, please play with it and give us feedback.</p>
<p>XI. Accreditation III C Team</p>	<p>Chair</p>	<p>Volunteers? Looking for a few volunteers from the committee. Mike W., Michele and Deborah offer to participate.</p>
<p>XII. Other issues / Open Forum</p>	<p>All</p>	<p>Michele put a shout out to the ITS Tech team, Katia, etc. They have done a tremendous job keeping things running.</p>
<p>FUTURE MEETING DATES: Fall 21: 8/19, 9/9, 9/23, 10/14, 10/28, 12/9 Spring 22: 1/13, 1/27, 2/10, 2/24, 3/24, 4/14, 4/28, <i>Summer 22: 5/26, 6/23, 7/21 (if necessary)</i></p>		