



Technology Committee

November 24, 2008
2:30 pm, Room 1603

MEETING MINUTES

Present: John Gonder, Jeannine Methe, Heidi Ulrech, Angela Stoffregen, Sherman Lindsey, Elizabeth Noyes, Andre Hunter, Keith Level

1. Review & Approval of October Minutes

Approval of the minutes was postponed until the next meeting, as approximately half of the committee members were absent.

2. Campus IT Reports

a. Information Technology

Sherman Lindsey reported that the IT staff has been very busy with projects and day to day operations.

b. Telecommunications

c. Website

3. District IT Update

Jeannine Methe, Chief Technology Officer (CTO), provided an update on District-wide IT efforts.

a. SSL Encryption for Blackboard

In setting up the login for the new portal, *The Zone*, they had an opportunity to also put in SSL for Blackboard. This is now in place, as of two weeks ago. Other layers can be implemented within that SSL, and the capability to completely encrypt the data stream is available. This agenda item will be carried over to the next meeting.

b. Preview System for Web Portal

The team decided to wait until December 1 to release the preview of the new web portal (so as not to lose momentum over the Thanksgiving Holiday by releasing it on November 19). On December 1, a District-wide email will be sent out to let people know about the preview, and a link will be on the web homepage of both colleges (near top on LPC website, at bottom for Chabot). When *The Zone* goes live, people will be able to log on to Blackboard via the portal or the existing Blackboard site. Password parameters are the same as reported at the last meeting.

The Committee discussed the steps to follow if someone forgets their password. The current procedures are as follows (and will remain in place): if a student has an issue or forgets a password for Blackboard, they call Computer Center support at ext. 1144, for CLASS-Web they are routed to Admissions & Records; staff and faculty encountering CLASS-Web issues are directed to Human Resources. In the portal, there will be an icon and additional log-in for GroupWise. The portal serves as the "gate" to other systems and information. Once you log in to the Portal, you won't need to also log in to CLASS-Web, Blackboard, etc... The members then discussed time-out settings for Blackboard and CLASS-Web. CTO Methe shared that the core team had lots of discussion around this topic for security purposes.

The committee went on to talk about the importance of making sure students/faculty/staff are aware that the portal preview is not a live system, and that data entered will not be saved/implemented. CTO Methe indicated that, among the graphics and text in the preview, they had included lots of signs, red text, and "warnings" about that. There was also some discussion about the Blackboard servers being re-booted relatively frequently (during the middle of the night) and the slowness of the system.

The student email piece *The Zone* won't become available until its live launch of in January. The members discussed how long email addresses and messages will be retained for students, depending on the active or inactive status. The team was working with a one year timeframe, whereby students can be inactive for one semester/year, but their email account will be maintained in case they return to the College.

4. Other

When asked about any news/updates on campus emergency communications, Heidi Ulrech reported that she didn't have any specific details to relay. Vice President Kratochvil and Rich Butler, Director of Campus Safety, gave an update at the Facilities Committee meeting last week. She believes they are moving forward with the Security Master Plan and the steps outlined at the last Technology Committee meeting.

Keith Level shared that, within his Division, faculty had expressed an interest in exploring/obtaining software that can monitor and/or control student computers in classroom labs. It was suggested that they contact LaVaughn Hart or Greg Johns who may already have similar software in use in the Computer Lab.