

**Technology Planning Committee Minutes**

February 18, 2021  
9:00am – 10:00am

<https://cccconfer.zoom.us/j/92708899752>

**MEMBERS PRESENT:** Erik Sorensen, Paul Chown, Reno Giovannetti, Darius Kalvaitis, Brian Van Pelt, Tom Cossey, Jose Ramirez, Cathy Cox, Jessica Herrera

A motion was made and seconded (Chown/Giovannetti) and carried unanimously to approve the minutes of the January 21, 2021 TPC meeting as presented.

**Agenda Items:**

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| **Item** | **Facilitator** | **Time** |
| **New Password Requirements for staff next week**  Erik reported that the password requirements for faculty are nearing completion after almost a month. An email will be sent out to staff next week regarding the change to a 15-character password. There are no special characters required. Cathy Cox asked for instructions on how to change your password.  There has been no backlash from the email archive. One issue arose regarding the removal of Outlook notes.  Erik reported that we may be using a different client for VPN connections. | **Erik Sorensen** | **9:05-9:10** |
| **Soft Caulk**  Reno discussed the Soft Caulk software that integrates with Canvas. Not a lot of people were using it, but the use has increased since the Covid pandemic. The District may want to consider purchasing individual licenses as opposed to a site license, which was stated at around $6,200 per year, as opposed to the cost of an individual license, at $600 per year. Before a change is approved, faculty should be notified, as it has been used to build online curriculum. Possibly offer other options, and plan ahead for at least one year before implementing the change.  **Evoq**  Paul stated that we are re-evaluating Evoq or possibly looking for a more ease of use solution.  Brian stated the Evoq contract was recently renewed for another five (5) years. Brian stated some users find it difficult, cumbersome to work with and are looking for a simpler interface.  Paul said that price was the defining factor when we purchased Evoq in 2013.  Cathy asked for specific complaints, and suggested meeting with the departments who use it when looking for a new system. Brian said there was a lot of buy-in for Evoq in the beginning, but he is happy to pursue other options.  Jose said that there would always be complaints, no matter what we get. He said that Evoq is currently running on old hardware. He suggested investigating the new trend in community colleges in this area. Brian suggested having a sub-committee sift through options and bring a recommendation back to the TPC.  Darius suggested looking at the big picture, stating that complaints are always heard, but you don’t always hear the good things. Is it really the software?  Brian confirmed that updates to Evoq will not help make it easier to use or address the complaints.  Brian will find out the annual cost of Evoq, when the contract ends and what other community colleges are using. | **Reno Giovannetti** | **9:10-9:25** |
| **Teams/Outlook update progress**  Jose stated a meeting scheduled for tomorrow will set the timeline for the Teams/Outlook migration. It is unknown how long this will take. Although we are on a fast track, it may take the duration of the term.  Erik shared that Outlook will offer free trainings in pdf format, or online. Online trainings are recorded and will be available for 120 days. This includes two levels of training, and will include students.  Reno expressed an interest in viewing the training. | **Jose Ramirez** | **9:25-9:40** |
| **Other Project Updates**  Reno discussed the Canvas support system, and a “Report An Issue” button that is not part of our system. A live chat is now available in Canvas for assistance. He discussed the interface between Canvas and Datatel, stating that he does not have Datatel access, and would like access for viewing only. It would help to see if a student is enrolled in a class, and the name of the instructor.  Paul will move that to Reno and Brian with the new reorganization, and let James know. | **Erik Sorensen** | **9:40-9:50** |
| **Adjourn** There being no further business, the meeting adjourned at 9:55 a.m. | | |

Next meeting: March 11, 2021