

Technology Working Group (TWG)

TWG Minutes of October 30, 2020

Oct 30, 2020

Call to Order: 4:00 p.m.

Attendees:

Troy Lizama, Tish Leon Guerrero, Rachel Lee, Frank Camacho, Jonah Concepcion, Joe Mesa, Rozene Pecson

NOTE: This is my last time chairing the meeting and its schedule to remain the same until modified by the group. Mr. Joseph Mesa, new CITO will chair the next meeting. Frank C.

Discussions:

1) Student Concerns

Update: COVID Laptops - being issued and less than 8 MiFi's. Forward names. President

2) Faculty Concerns

Transitioning of Wes – Morris handling iPads and Mac / Moodle functional/faculty and MIS technical side Andrew Marquez & Joseph Mesa.

3) Staff Concerns

4) New PC/Mac Bid Specifications

Specs updated and sent to MMO for bid packaging.

5) Technology Fee Budget Breakdown

Any device connectivity unfettered access with one-time registration.

6) Distance Education Strategic Plan

E-Mail TWG on docs received from Wes

Jonah: DE Educator's Group for DESP / strategies, tools, training working group request

Troy: Is there in-house training for online certs? Who chairs PDRC – Zhaopei Teng. SADP – Who chairs? – Marlena. UOG - see how they certify their instructors for asynchronous classes. Why GCC is so strict with certs vs. UOG's classes. See AAD VP Dr. Gina Tudela regarding this.

7) Moodle eThink Updates

Frank: Back-end technical requirements all completed. Timelines expected from eThink.

8) Old Business

9) Announcements

Technology Working Group (TWG)

TWG Minutes of October 16, 2020

Oct 16, 2020

I. Call to Order: 04:00 p.m.

II. Attendees:

Christine Matson, Bob Neff, Troy Lizama, Wes Gima, Tish Leon Guerrero, Rachel Lee, Frank Camacho, Jonah Concepcion.

III. Discussions:

1) Student Concerns

Tish: COVID Laptops -being issued and less than 8 MiFi's. Forward names. President Faculty Concerns
None.

2) Staff Concerns

None.

3) New PC/Mac Bid Specifications

Being Updated to announce bid.

Second model of PC to include AMD chips for desktops / Intel based on legacy coding.

1.a. Intel 1.b. AMD (Ryzen 3600)

4) Technology Fee Budget Breakdown

Troy: Where to focus fee to mandatory support of laptops.

Tish: Student purchase allowed with warranty honored via GCC.

Christine: Electronic support for students.

Troy: Use fee to improve connectivity around the campus.

Wes: Any device connectivity unfettered access with one-time registration.

5) Distance Education Strategic Plan

Wes: Retiring

Jonah: DE Educator's Group for DESP / strategies, tools, training working group request

Troy: Who pays for the certs requirements and why make it mandatory when UOG does it without

certs? Wes: Dr. Somera citing ACCJC accreditation and standards of best practice, but in the end it will be Dr. Gina's decision on how to proceed. Christine: recommends PDRC to fund training and certs.

Troy: Adjuncts are at a disadvantage if they are required to have certs to teach online.

6) Moodle eThink Updates

Wes: Big Blue Button (met today) like Zoom works well with Zoom or independent. Front-end interface being refined.

Frank: Back-end progress progressing very well with Banner integration and accounts provisioning.

7) Old Business: None

8) Announcements

Technology Working Group (TWG)

TWG Minutes of October 2, 2020

Oct 02, 2020

Attendees:

Frank Camacho, Benjamin Hernandez, Wesley Gima, Rachel Lee, Troy Lizama, Jonah Concepcion, Rozene Pecson, Christine Matson, Latishann Leon Guerrero

Discussions:

Student Issues:

Benjamin - Inquiring about laptop loans-CARES Act – awaiting distribution and will only be returned when sessions are back to face-to-face.

Christine – grant application submitted, but GCC didn't get awarded for 100 (80PCs/20Macs)

Jonah - Cengage Unlimited issues access to Books / US link and International link problem needs to be resolved.

Staff Issues:

No MiFi's availability for staff.

RFI status for Community Internet – status quo.

Faculty Issues:

None to report.

Google vs. Moodle vs. Office 365 for Education vs. Course Studio (MyGCC):

Mostly Google Classroom Discussions

Recording is not limited to 60 minutes based on last testing after 9/30/2020.

Moodle to become the official LMS come January 2021

Asynchronous teaching will require certification

Jonah - Training using Moodle is being made available

Distance Education Strategic Plan as a subset of the Technology Audit including the ITSP/EA

Status quo - Qu-In – The Virtual Line App to eliminate physical lines and comply with social distancing.

Status quo - #CampusClear – The COVID19 self-assessment app on how you feel daily to avoid entering spaces or locations if not cleared (honor system and it's not mandatory).

Guam COVID19 Alert (introduced by GovGuam) – To assist with contact tracing and to alert you if you came in contact or was exposed to someone who tested positive to COVID19. Notification is completely confidential.

Status quo - Community Internet with \$12.5M – Still in progress with Lt. Governor's Office, GDOE, GCC, and UOG

Technology Working Group (TWG)

TWG Minutes of August 21, 2020

August 21, 2020

Attendees:

Frank Camacho, Latishaan Leon Guerrero, Benjamin Hernandez, Bob Neff, Rozene Pecson

Discussion:

Student Issues:

Benjamin – Notice for GCC available laptops for students given out late (need to determine how laptops are to be issued out during Stay Home Executive Order / Airline Management textbook unavailable and were told it may come in 2-3 weeks (check w/ MMO)

Tish – eBook caution - be careful if teacher issues link for purchase of eBooks if bookstore already ordered them based on expected seat count of class/course

Bob – status of 100 LRC loaner books grant, announcement and awareness of loaner program (check Patrick Maloney on status / see if PIO is aware)

Staff Issues:

Tish – Provided list assistance to the survey on MiFi's availability for staff, but at this time it is unavailable. (Need name on staff who needs this for telework). Why provide staff with laptop for telework when there's no home Internet. If no telework, then employee cannot work, but employee cannot be force to take leave, and what if there is no leave to take? Is it leave without pay?

Mostly Google Classroom Discussions

Recording is not mandatory just like face-to-face – bottom line message is that instructor as well as students must agree with recording.

GDOE Google Classroom Control – If you build it and install it at GDOE resources with GDOE account, then it becomes GDOE's property, but you can also copy it to your GCC account to be co-owned by GCC.

Google vs. Moodle vs. Office 365 for Education vs. Course Studio (MyGCC)

(For accreditation purposes - All of above platforms are archive-capable, fully-owned by GCC in terms of content, and are only as good as what the "file owner" decides to archive or save). The question is, if this is an accreditation issue, then why are face-to-face courses not being "archived" in terms of hardcopies or resources being used?. Also, there is no need to be certified to teach synchronous online classes whether done in Google Classroom, Office 365, Moodle, or MyGCC Course Studio, but once you label a class as Distance Education and teach it asynchronously, then you need certification (will need to look into this statement).

Qu-In Discussion – The Virtual Line App to eliminate physical lines and comply with social distancing. Avoid physical lines and congregating of people and allows you to virtually line up or get queued to enter a classroom, an office, the cashier, financial aid, library, or any service area, and can also provide back-end report for decision-making and assist with contact tracing.

Here are short videos to be shared with the student community.

<https://www.youtube.com/watch?v=V4PC5PKhND8&feature=youtu.be>

https://drive.google.com/file/d/1-AM3kv6u2JSyy_WgG2wT4NodNO8sfxq/view?usp=sharing

Here are links for each platform (Search keyword is QU-in or QU In):

Android: <https://play.google.com/store/apps/details?id=com.quin.qu>

Apple: <https://apps.apple.com/us/app/qu-in/id1513185619>

Web Interface: <https://qu-in-now.com/>

#CampusClear – The COVID19 self-assessment app on how you feel daily to avoid entering spaces or locations if not cleared (honor system and it's not mandatory). #CampusClear does an honor system of COVID19 self-assessment to clear or not to clear you to enter the campus and can provide back-end report for decision-making and assist with contact tracing. Although not mandatory at this time, the idea is for the campus or service areas (FAO, Admissions, Library, Cashier, Counseling, Nurse's Office, Computer Labs, or even classrooms, etc. of the college) to request that individuals complete the Self-Assessment in order to be seen or enter the campus or a service area/classroom.

Here's a video explanation of the app from Mississippi College:

<https://www.youtube.com/watch?v=KcVNWBEB3Wk>

Here are the links for each platform:

Android: <https://play.google.com/store/apps/details?id=com.campusclear>

Apple: <https://apps.apple.com/app/campusclear/id1516163872>

Web Interface: <https://web.ivy.ai/app/campusclear>

Community Internet with \$12.5M – Still in progress with Lt. Governor's Office, GDOE, GCC, and UOG – we aim at end of 9/2020 to have it in place, but undetermined or unknown exactly depending on pandemic restrictions/situation.

Technology Working Group (TWG)

TWG Minutes of August 7, 2020

August 7, 2020

Attendees:

Present: Frank Camacho, Latishaan Leon Guerrero, Marsha Postrozny, Troy Lizama.

Absent: Christine Matson.

Discussions:

Mostly Google Classroom Discussions

GDOE Google Classroom Control

Google Meet Access

Google vs. Moodle

COVID19 Discussion and MyGCC Announcement

Qu-In Discussion

#CampusClear

Community Internet

Laptops with MiFi

Internet Resources for Teachers

Technology Working Group (TWG)

TWG Minutes of June 26, 2020

June 26, 2020 (Google Meet/Hangout Meeting)

Attendees:

Present: Frank Camacho, Latishaan Leon Guerrero, Marsha Postrozny, Troy Lizama, Wes Gima

Absent: Christine Matson.

Discussions:

Student Issues - Benjamin – (absent) but no student issues - Latishaan

Moodle – Contract signed with eThink and Kick-off meeting next Tuesday, June 30th.

Island-wide Internet for GovGuam Educational Institutions with ISPs – RFI headed by GDOE and was sent out to ISP - Questions already received from GTA.

Computer Technology for students' Remote Learning – 50 Laptops requisition for loaning to students

PO for 45 laptops for faculty sent to vendor (send list to TWG)

SLDS (GOSDV) – RFI updates provided and received feedback from consultants to improve write-up

Continued discussion on COVID19's negative impact to the education of our children and the challenges associated with those who need to work.

Question: What are the plans for FA2020 Semester?

Technology Working Group (TWG)

TWG Minutes of June 12, 2020

June 12, 2020 (Google Meet/Hangout Meeting)

Attendees:

Frank Camacho, Latishaan Leon Guerrero, Benjamin Hernandez, Christine Matson, and Marsha Postrozny

Discussions:

Benjamin - No student issues to report.

Latishaan – DOL using our Internet / No impact on Internet

Moodle – expanding of Moodle possibly with eThink running parallel with Remote Learner

Island-wide Internet for GovGuam Educational Institutions with ISPs – RFI being drafted

Computer Technology for students Remote Learning – Chromebooks, Tablets, Windows Surface Pro, Laptops

Discussed enrollment issues – most have completed the survey / enrollment count down across the country

Remote Learning & Connectivity Pros & Cons – Discussed

Discussed about 45 laptops for faculty requisitioned signed pending President's approval
Telework agreement for staff implemented

MyGCC upgrade completion update mentioned

Online Requisition upgrade completion update mentioned

eTranscript implementation almost complete

Student Analytics

SLDS – RFI updates provided

Technology Working Group (TWG)

TWG Minutes of May 15, 2020

May 15, 2020 (Google Meet/Hangout Meeting/ Remote Learning)

Attendees:

Wes, Tish, Frank Camacho, Christine Matson, Troy, and Rozene

Discussions:

Discussed the expansion of Moodle to include those outside of GCC or GDOE students or those with non-Guamcc.edu accounts.

Discussed some of the technology and Internet services that will have to be put in place to address island-wide remote / online / distance learning.

Mentioned that higher level talks are going on with the governor and ISP's to see what can be done to provide island-wide Internet for all public, private, and post-secondary students.

Discussed minimum specifications for students' distance/online learning technology as far as computers (tablets, ultra-books, laptops, desktops, Chromebooks) / same for what will be done for faculty.

Discussed how the LRC checkout system can be the method used to issue out laptop and MiFi/WiFi "hotspots" devices

How are the numbers showing for registration for Summer/Fall 2020 / Summer is looking more like it will be remote learning.

Updates

An announcement is scheduled to go in MyGCC, FaceBook and GCC's website for the upgrade to MYGCC (PROD) for 5.2 to 5.3, SAML2, and theme updates are still scheduled for May 23-25 Memorial Day weekend / System downtime is expected to be from May 22-25.

Ongoing migration activities of IFS.GUAMCC.EDU server to AWS.

PRODUCTION technical implementation now completed in PROD with successful diagnostics test and awaiting next steps to do actual orders online and activate SSB requests for student.

Ellucian Analytics & Data Load Validations project progressing.

GDOL Project: 12 Labs setup at Building E 100 for GDOL Call Centers and Pandemic Transfer of 80 D6, D8, C3, C23, and Adult Ed desktops and laptops to Building E 100 for "GDOL" rooms and installed, imaged with newly created image, configured, networked these systems, secure extension power cords and network cables, ran and terminated CAT6 Ethernet network wiring for both computers and VOIP phones in 12 rooms, 1st and 2nd floor as per layout; configured systems to print to 6 different XEROX Printers; configured SNMP on all workstations.

New desktop orders by departments are being swapped out for laptops.

Grant awarded to Guam - GOSDV SLDS Project (Guam One Stop Data Village / Statewide Longitudinal Data System) – IT Component with GCC, UOG and GDOE.

Technology Working Group (TWG)

TWG Minutes of May 1, 2020

May 1, 2020 (Google Meet/Hangout Meeting)

Attendees:

Wes, Marsha, Tish, Troy, Rachel, Rozene Pecson (student), Frank Camacho

Discussions:

Provided updates of events and changes from 4/16/2020, as per MIS FAD Weekly Report
What happens to bandwidth billing if DOL utilization shows high usage.

Ideas:

Pell Grant/Other grants for student computers and Internet

Island-wide Universal WiFi Internet

More discussion needed in regards to online learning and teaching with technology /
Improvements to communication is needed between students, faculty, and administration

Flexibility of learning platforms being allowed is a plus / good high quality programs will not
require for actual live (face-to-face) classes / Academics need to plan how Fall 2020 semester is
going to be like / College needs plan to prepare teachers with ways to enhance classes.

Telecommunication Infrastructure companies need to address dead zones on the island.

Student Concerns:

How to keep students motivated to do online classes?

How are students supposed to do Practicum, Internship & Lab classes? See what DOE is going to
do. How to deal with distractions at home. Find set times when things must be answered. Address
interaction of classes for cross-course projects (i.e. CHamoru Language and sign language). Create
collection of high quality materials and tools. How to address students with Accommodative Needs?

Technology Working Group (TWG)

TWG Minutes of April 16, 2020

April 16, 2020 (Google Meet/Hangout Meeting)

Attendees:

Wes, Marsha, Tish, Bob, Troy, Christine Matson, Rachel, Frank Camacho

Discussions:

Tish – Institutional Zoom account vs. Google Meet/Hangout, PPT / GoodNotes (iPad), Android (???), laptops for students at minimal specs, tutoring program apps/software with How-To's – will email

Troy – Free Zoom K-12, \$14.99/month unlimited.

Christine – Laptops for students. ??? Question – Library online databases / eBooks.

Marsha – Internet limitations for students either from cell / or home data – address Internet or data access for.

Wes – Working with telecommunications company using funding to pay for Internet / data for education - grant funding similar to Free Lunch / island-wide coverage or hotspots for students and employees / purchase or check out MiFi devices for use by students and employees.

Frank – bandwidth not in use on campus should be re-routed to pay for underserved students/employees.

Areas where there is no access - Distance Learning without use of Internet or computers – going with paper, mailing using post office – use of drop-off sites / Emailing of all assignments.

Technology Working Group (TWG)

TWG Minutes of March 12, 2020

March 12, 2020

Attendees:

Robert Neff, Troy Lizama, Francisco Camacho, Wes Gima, Latishaann Leon Guerrero

Discussions:

Student concerns: No issues brought up

Training - Data Breach Policy 191 / Training date submitted, pending approval from President

Discussed decrease in Technology Budget impact due to last year's low enrollment

Upgrade Schedule: Slated for Summer Break depending on delivery timeframe and no delays cause by COVID-19

Underground Fiber Optic Plan – Bid specifications submitted, pending grant write up and award (Executive Summary & Specification provided to Grant Writer Patrick Maloney)

Technology in the classroom – A9 Lecture Room needing a Projector (Marsha Postrozny) / Tabled for FY2021 Budget

Redistribution list for old lab computers that are at Windows 10 is still being compiled – Latest is from Eric Ji's request for LMP courses at the high schools / Added Latishaan Leon Guerrero

2021 Technology Audit to address updates to the ITSP/EA, Campus Technology Replacement Plan (One and All Technology Budget), Distance Education.

Address the question of: "How can the TWG add value to setting of the rules for online classes?" Or, can TWG review the DE rules for changes.

Technology Working Group (TWG)
TWG Minutes of February 13, 2020

February 13, 2020

Attendees:

Wesley Gima, Robert Neff, Troy Lizama, Benjamin Hernandez, Francisco Camacho, Marsha Postrozny

Discussions:

Student concerns: No issues brought up

Training - Data Breach Policy 191

Decrease in Technology Budget impact due to last year's low enrollment – Email detail breakdown

Digital Resource Policy – Bob Neff, Wes Gima – Status Quo

Underground Fiber Optic Plan – Status quo

Ellucian Mobile – Officially announced (note: Registrar suggested to add grades to the list)

Technology in the classroom – A9 Lecture Room needing a Projector

Redistribution list for old lab computers that are at Windows 10 is still being compiled.

Transformational Goal of Campus-wide Technology Replacement Plan

2021 Technology Audit to address ITSP/EA, Campus Technology Replacement Plan, & DE

Address the question of: “How can the TWG add value to setting of the rules for online classes?” Or, can TWG review the DE rules for changes.

Technology Working Group (TWG)

TWG Minutes of January 30, 2020

January 30, 2020

Attendees:

Wesley Gima, Robert Neff, Troy Lizama.

Discussions:

Student concerns: Not present

Data Breach Policy 191

PC & MAC bid completed

Decrease in Technology Budget impact due to last year's low enrollment

Digital Resource Policy – Bob Neff, Wes Gima – Pending

Underground Fiber Optic Plan – Accepted by Carmen Santos and submitted to Mary Okada

Ellucian Mobile already LIVE – Official Announcement possibly Feb. 3, 2020

Windows 7 De-support was Jan. 14, 2020, but many are still using them with potential risks

Redistribution list for old lab computers that are at Windows 10 is still being compiled

Transformational Goal of Campus-wide Technology Replacement Plan

TWG Agenda and Notes

11/24/2020 Note: Meeting moved to Tuesday to accommodate holiday schedule for Thanksgiving break.

Attended by: Troy Lizama, Tish Leon Guerrero, Frank Camacho, Jonah Concepcion, Joe Mesa, Rozene Pecson, Bernard Neff, Benjamin Hernandez

For the meeting at 2pm.

Agenda Items of Discussion

1. Student Concerns

- a. Due date for mi-fi and laptop returns
 - i. Second batch didn't receive dates for return
 - 1. 2nd set return date is 14:00 December 7th
 - a. Student must provide evidence of Spring 2021 registration
 - b. Sign off on lease for laptops
 - i. Bring laptop for inspection
 - ii. 1st set return date (50 computers including Windows Surface Pros and Windows 7 Laptops)
 - 1. Must return on same date, 12/7/2020 @ 2pm
 - 2. May exchange for newer units
 - a. Requires proof of Spring 2021 registration
 - b. Mi-Fis from IT&E
 - i. Unlimited 3G connection (First 50 are donations)
 - ii. When returned, new data cap of 20/30 GB per month
 - 1. Second round: Paid Subscriptions
 - a. No roll over

2. Faculty Concerns

- a. No pressing concerns or issues from faculty team
- b. eThink meeting canceled
- c. Frank working with remote learner for backups and maintenance
- d. eThink maintenance scheduled for December 8 – 11
 - i. Jonah to test and approve for acceptance
 - ii. MyGCC Memo sent out

3. Staff Concerns

- a. No pressing concerns or issues

4. Technology Fee Budget Breakdown

- a. COVID-19: in the months to come depending on status of pandemic, majority of the laptops distributed will be returned and repurposed to upgrade labs
- b. Technology Fee Budget to be used for Technology Audit
 - i. Incorporating the DESP (Costing may be up to \$25,000.00)
 - 1. Usual costing had not exceeded 15k but additional 10k allotted to accommodate the inclusion of the DESP
 - ii. Pending a request for reservation from Frank

5. UFO Project

- a. Site survey completed and pending schedule from PDS POC Peter Duenas

TWG Agenda and Notes

- b. Milestone and Deliverables time tables to be provided to GCC from PDS
 - i. Challenges in materials sourcing and delivery on PDS side
 - ii. Follow up with PDS scheduled
- 6. Announcements:**
 - a. New Dean Trades and Professional Services
- 7. Questions:**
 - a. Purchasing M365 separate from machines
 - i. Able to purchase as an employee or student separately (Answered by Frank)
 - b. Professional Zoom Site License for College
 - i. Limitations with current Zoom meetings for concurrent participants
 - ii. Discuss with Rodalyn
 - 1. Securing a license with Zoom for larger capacity and functions
 - 2. Consider seeing if Cares Act can cover cost of Zoom