Attendees

Members Present (voting):
Moh Daoud
Segal Boaz
Kali Rippel
Amy Rel
Sherman Lindsey

Members Present (non-voting):
Scott Vigallon
Heidi Ulrech
Jim Gioia
Tim Druley
Jeannie Methe
Steve Gunderson

Members Absent:
Faculty, Student Services
Faculty, BHAWK
Paul Sapsford
Mike Sugi
Greg Johns
Don Carlson
Diane Brady
Deanna Horvath
Classified (1)
Student (2)

Meeting Guests:

Technology Committee MINUTES

March 5, 2018 / *1:00* / Room 1687

Meeting Minutes

I   Called to Order at 1:07 pm. Quorum was not met.

II   The agenda was not approved.

III   Minutes were not available.

IV   Staff Reports

  A. College

    1. Computer/ Network/ Audio/ Video – Steve Gunderson
- Finished the audio/ visual project for science, 5 classroom were configured with dual projectors.

- The first round of life-cycle replacement equipment has been submitted and going to Board.

- All equipment orders for the new building have been placed except for printers and GoPrint. Expect to begin installing in B1000 in May.

- Still making small adjustments to the ServiceNow help desk.

- Ordered a new system for doing back-ups called Unitrends, 72 tera-bites. This system will be used to backup all Instructional and Administrative Systems. This system will be in place in preparation to go to virtualization.

- Looking at venders to design a new layout for the audio/ visual in 2420. Hope to gather a group of users to provide input on this project. QUESTION: How is this to be paid for? The project will be covered through the Measure A Bond.

    2. Open Learning/ TLC – Scott Vigallon
- The Online Teaching Conference takes place June 18-20 in Anaheim. Early bird registration price is $300 through April 15. After that, it is $350. Register at the OTC web site.

APPROVED

- Geography instructor Tom Orf and Sociology instructor Sarah Thompson addressed the Academic Senate on Feb. 14 about web sites that sell publisher test bank answers and class assignments. A task force is apparently being formed to tackle this issue. Scott has supplied the task force with training information from the Online Course Development Program. VP Garcia is also heading a group to possibly update the student code of conduct.

- On Feb. 28, the Academic Senate passed a resolution to apply for LPC to join the OEI Consortium. Later that day, Scott submitted the application materials. Colleges approved to join the OEI are expected to be announced in mid-spring.

- The OEI announced the creation of 30 sample course shells with Open Educational Resources (OER) embedded directly into Canvas course shells. The sample shells are housed in Canvas Commons and can be found using the following search terms: CCC, OEI, OpenStax, and OER.

- Bookstore manager Nolan Howe addressed the DE Committee, asking for Canvas shells to be automatically created for every course in time for faculty to request their materials from the bookstore. We recently implemented the Follett app into each course, which allows faculty to request their materials. The issue, according to Nolan, is that this process should be available to all faculty, and the materials need to be requested earlier in the semester for the subsequent term. The issue will be taken up at the March 9 Technology Coordinating Committee meeting. Jeannine Methe commented that the initial conversation regarding Follett discover was for all faculty to be brought into Canvas so that they could request text books online through Follett. For years there has been a Follett link through ClassWeb for students to place orders. There is a larger discussion now regarding whether to incorporate the student piece of Discover into Canvas which has much broader implications including the fact that not all students use Canvas, and there is the potential for FERPA violation as well as the impact on both colleges not just LPC.

- Flex Day proposals were submitted for sessions on the OEI course design rubric and web accessibility.

- The OEI is asking for feedback on giving faculty the ability to push their final grades from Canvas directly into Banner (Class Web). It is also asking whether there are other integrations users would like to see in Canvas. If faculty want to give input, they can do so at the CCC's Canvas Community. The suggestion was made that Admissions and Records be included in this conversation as to what impact grade transfer from Canvas to Banner would have on them.

- At Wednesday's town meeting, Scott, Christina Lee and Bill Komantesky will present about legal requirements in Distance Education. Topics covered will be web accessibility, regular effective contact, copyright, and FERPA.

- During Summer 2017, the retention rate of students in DE classes was 85 percent, which matched the highest ever for a Summer term at LPC (2013 and 2016). The success rate of 75 percent was the highest ever for a Summer term, besting the previous high of 73 percent set in 2016. In Summer 2017, the retention and success rates for non-DE classes were 89 and 80 percent, respectively.

3. Telecommunications/ Copy Services – Heidi Ulrech
   - No report.

4. Website – Tim Druley
   - Will be doing a presentation at the Town Meeting on Onmi Update, showing the home page and templates and other general information.

   - Have been working on 4 sites and are pending to go live: Green, Photography, President's Office and Academic Senate. For a total of about 40 sites that are live in Omni.

   - Planning an Onmi session for Flex Day, debating on how to structure the class with login access or not.

B District ITS – Jeannine Methe
   - This past weekend they were doing IT testing of the back-up generator for the data center and other key equipment (ie: servers for Banner/ ClassWeb) prior to the power outage. Even though the data center was powered up the HVAC system was unable to keep the rooms and equipment cool (80 degrees and higher can cause hardware damage). It was determined that in order to minimize permanent damage, equipment was going to need to be shut down. Steve Gunderson noted that the M&O staff were also there along-side the IT staff working the problem the whole time. Moving forward, the new Facilities Master Plan will include installing a stand-alone HVAC system, that is not associated with the Central Utilities Plant, to provide the necessary temperature control for the data center and network closets.

   - The Banner 9 project is continuing to move forward and the ITS staff now have access to do testing and customization.

   - ServiceNow continues to be going well. Jeannine Methe will plan to put out another district-wide e-mail reminding people that it is up and running and how to use it. It will be emphasized in the reminder e-mail that the e-mail confirmations are not SPAM.

   - At the next Technology Coordinating Council the committee will be looking at different technology plans and how they are formatted and what is the best structure for our needs. This conversation will also be brought to the college tech committees for feedback.

- The WiFi upgrade project is continuing to proceed but has slowed due to access limitations of occupied classrooms.

V   Old Business

    A. LPC Technology Master Planning – See Jeannine Methe's report.

    B. WiFi Portal Disclaimer – On hold for completion of the WiFi upgrade.

    C. Follett Discover – See Scott Vigallon's report.

    D. ServiceNow – See Jeannine Methe's report.

    E. There wasn't much to report on VeriCite however Scott Vigallon noted that there continues to be a lot of conversation on campus about cheating and plagiarism and the question "Why don't we use TurnItIn?" and the response is that as of right now it is cost prohibitive. QUESTION: Where are the concerns coming from? The plagiarism discussion has been part of the concern regarding cheating and websites that have been found to supply past student papers and tests. The college is willing to block those websites here on campus, contact Scott Vigallon. Scott also mentioned that through the OEI there is access to Proctoreo which is test proctoring for online classes, but it is still expensive at $10.20 a student. The math department has requested cameras in the testing area as well as software to protect against cheating.

    F. In the past, the committee charge and membership review and revision process has been done at the beginning of the year; now it is being requested for the end of the year so that everything is ready to go in the new academic year. After discussion regarding the charge and membership (relating to concerns regarding achieving quorum at the meetings) it was agreed to have the modifications made to the current document and brought back to the April meeting.

VI   New Business

    A. At a training in Sacramento it was discussed that there was a pilot state audit of three community colleges where they looked at web accessibility, adaptive media, conversion of instructional materials, and etc. in an attempt to define what a future audit may look like. Scott Vigallon can e-mail out the link to the actual report.

VII   Good of the Order

VIII   Adjournment at 2:54 pm.

IX   Next Regular Meeting
- April 2nd

- May 7th

Documents:
- Sign-in Sheet
- Technology Committee Charge and Membership edits
- LPC Governance Worksheet

Prepared by: HUlrech