



# TECHNOLOGY COMMITTEE Draft Minutes

March 6, 2022/ 1:30 PM

Quorum: 5

Recorder: HUlrech

LPC Mission Statement	LPC Planning Priorities	
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.	Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.	Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
<b>Chair (non-voting)</b>	<b>Faculty Association</b>	<b>SEIU</b>
<input checked="" type="checkbox"/> Drew Patterson	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<b>Academic Senate</b>	<b>Classified Senate</b>	<b>Student Senate</b>
<input checked="" type="checkbox"/> Justin Garoupa <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Mike McQuiston <input checked="" type="checkbox"/> Ruchira Majumdar <input checked="" type="checkbox"/> Jared Howard	<input type="checkbox"/> Hermina Sarkis-Kelly <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant <input type="checkbox"/> Vacant
<b>Vice Presidents</b>	<b>Deans</b>	<b>Faculty</b>
<input type="checkbox"/> Anette Raichbart	<input checked="" type="checkbox"/> Tamica Ward	<input checked="" type="checkbox"/> Collin Thormoto
<b>College Technology Staff (non-voting)</b>	<b>District ITS Staff (non-voting)</b>	<b>Guests</b>
<input type="checkbox"/> Steve Gunderson <input checked="" type="checkbox"/> Scott Vigallon * <input checked="" type="checkbox"/> Heidi Ulrech * <input checked="" type="checkbox"/> Tim Druley * *May vote as Classified Senate Representative	<input type="checkbox"/> Bruce Griffin	<input checked="" type="checkbox"/> AJ Malaca <input type="checkbox"/> <input type="checkbox"/>

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p><b>Call to Order</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>• Meeting called to order at 1:32 pm.</li> <li>• Quorum was met.</li> </ul>	
2.	<p><b>Review &amp; Approve Agenda</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>• Agenda was reviewed. MOTION: To approve by Jared Howard and second by Ruchira Majumdar.</li> </ul>	
3.	<p><b>Review &amp; Approve Prior Minutes</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>• Minutes from February 6th were reviewed. MOTION: To approve by Justin Garoupa and seconded by Jared Howard.</li> </ul>	
4.	<p><b>Action Items</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>• Governance Worksheet was reviewed with one addition. Unanimous approval.</li> </ul>	
5.	<p><b>Staff Reports</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>▪ College <ul style="list-style-type: none"> <li>○ Computer/ Network/ Audio/ Visual <ul style="list-style-type: none"> <li>▪ No official report. Heidi did note that Steve Gunderson sent an e-mail to the LPC Technology staff listing all the project that are on the schedule between now and the end of summer. There were over 2 dozen projects on the list.</li> </ul> </li> <li>○ Instructional Technology <ul style="list-style-type: none"> <li>▪ The integration of the live seat count into the CVC Course Finder was pushed back due to technical issues. Those issues were resolved by District ITS, so the next phase is user testing, which began last week. Once everything is working and the live seat count is implemented,</li> </ul> </li> </ul> </li> </ul>	

work can begin on the technical integration necessary to become a Teaching College. No beginning date has been established for that project.

- The issue of whether or not to allow the use of Zoom apps and Canvas apps was moved from the district Senior Leadership Team to the Chancellor’s Council. At the Chancellor’s Council meeting February 14, no decisions were made, and the conversation will reportedly be moved to the Chancellor’s Cabinet. The February 22 Chancellor’s Cabinet meeting was cancelled. QUESTION: This is about Zoom? This is about the Zoom apps that can be selected and added to your Canvas instance. Some of the apps may have FERPA issues or ADA accessibility issues and others that have a cost associated with them. The question is: should we be allowing employees to request these apps or not.
- Information about the next funding cycle of the Systemwide Technology Access Collaborative (STAC), which includes several online learning tools used at LPC, is supposed to be made public in March. These tools, which include Pronto, Ally, and NetTutor, need to be purchased for the 2023-24 academic year. The state chancellor’s office is negotiating the continued funding of Canvas Studio for all colleges. It wants a multi-year license. If the state doesn’t fund Canvas Studio, either our district will have to, or we won’t be able to use it after June 30. QUESTION: Canvas Studio has all of the videos for instruction, if Studio goes away what happens to all the videos? The videos can be downloaded and the instructor can then store them by choice. QUESTION: With this concern at hand, should the Technology Committee be looking at another solution? At this time the fate of Studio is unknown so it is difficult to recommend a course of action. Chabot uses Studio more than LPC so it could be a multi-college concern.
- Nine instructors signed up to have one of their courses voluntarily reviewed by Wanda Butterly. The top issues she has encountered are incorrectly captioned videos, underlining words for emphasis, heading structure, and empty tags. After her reviews, Wanda is showing faculty how to fix remaining issues. She is fixing inaccessible syllabi for them.
- An email was sent to faculty on February 1, soliciting participants in HyFlex training. Twenty-seven instructors registered for the training, which will begin March 7.
- Forty-nine instructors completed the Online Learning faculty survey (22 full-timers and 27 adjuncts). The survey was sent to all faculty, whether they teach DE classes or not. Figures for the following key items are a combined percentage of faculty who marked either Very Satisfied or Satisfied: 1) 88% for the Online Learning program as a whole. 2) 90% for faculty support from the TLC staff. 3) 73% Library support. 4) 82% for Professional Development opportunities (online resources, flex day activities, TLC workshops, etc.). 5) 66% for facilities and equipment for online learning (TLC, computers/laptops, web site, network, Owl cameras). Complete results can be found on the [Survey Results page](#).

	<ul style="list-style-type: none"> <li>▪ As mentioned in Scott’s email to faculty at the beginning of the semester, instructors should not manually add any students into their classes in Canvas. There are FERPA issues when students who are not officially enrolled in a class can see, and interact with, students who are officially enrolled. Also, if there is a malfunction in our automated system that feeds enrollments from Banner to Canvas, work done by students who were manually enrolled gets wiped out permanently. Several years ago, this actually happened.</li> <li>○ <b>Telecommunications/ Copy Services</b> <ul style="list-style-type: none"> <li>▪ Telecommunications: <ul style="list-style-type: none"> <li>○ The Avaya CMS upgrade project is underway. The project has stalled a little with people being on leave but it is moving forward again.</li> <li>○ The e911 upgrade project - nothing new to report other than the project manager has reached out.</li> <li>○ Waiting to here from the B2100 construction management team as to when they want the elevator phones installed.</li> </ul> </li> <li>▪ SARS: <ul style="list-style-type: none"> <li>○ The two new eSARS sites for probation and dismissal workshops have been completed. Then six mass e-mails, to those students who fall into these two categories, were then sent out encouraging them to sign-up for a workshop before registration begins.</li> </ul> </li> </ul> </li> <li>○ <b>Website/ Home Page Analytics</b> <ul style="list-style-type: none"> <li>▪ Working with Jared Howard to get the Counseling web site moved over to the new templates. Admissions and Records will be next to be moved over. Then Financial Aid will finish up the conversion of the primary three visited sites.</li> <li>▪ The security certificate project was kicked-off and a plan was developed: convert the load balancer into an application gateway which will open the port and allow the cert to work correctly. The deadline for this is the end of the month, otherwise Onmi will not work. There will need to be some setting changes on the LPC server and the District server afterwards.</li> <li>▪ The templates for the online catalog have been completed and now working on the content. The tentative date to go live for the catalog is the first week of April.</li> </ul> </li> <li>▪ <b>District</b> <ul style="list-style-type: none"> <li>○ No report.</li> </ul> </li> </ul>	
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6.	<p><b>Old Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• <b>Collaboration Needs with Colleagues and Students</b> – On hold.</li> <li>• <b>Technology Topics for Conversation in Guided Pathways</b> – The Ellucian Experience, AKA My Portal, will be the new face of ClassWeb with tiles/ cards for different ClassWeb tasks or web page links. District ITS has put in a lot of work determining what and how to put actions on the My Portal and reaching out to key employees for thoughts. The discussion has been for multiple iterations of My Portal, with new items being added as they are ready. The first iteration is expected to go live the middle of March. The conversation has been thoughtful and including: consistent messaging; timely messaging; reduced/ consolidated links. The Ellucian Advise tool is continuing work. Guided Pathways is looking at communication pathways for students. It’s anticipated that Advise will play a significant roll here with identifying students that fall into progress categories and can then send out prepared communications. Guided Pathways requested that academic and career pathways be added to CCCApply, which has been narrowed down from the 200 + degrees offered. QUESTION: At the Town Meeting demo of My Portal it was mentioned there could be a change from ZoneMail to My College eMail, this change could impact a lot of people and updating their documentation: does anyone know the reason for this change? District ITS will need to respond to this. QUESTION: Octa is the new platform for single sign on, but the library already has a SSO using UniCon and ClassWeb. How is UniCon going to work with My Protal and the new login format? District ITS will need to respond.</li> <li>• <b>Forms and Workflows</b> – On hold.</li> <li>• <b>Security Certificate for Website</b> – See the Website report above.</li> </ul>	
7.	<p><b>New Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
8.	<p><b>Good of the Order/ Information Items</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>• Advertisement for Flex Day session on Microsoft 365 OneDrive, which is file storage but also file sharing application (this is one of our old business topics of collaboration needs with colleagues).</li> </ul>	
9.	<p><b>Future Agenda Items</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

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**Meeting adjourned at: 2:39 PM**

**Next meeting:**

- April – Spring Break
- May 1st