



TECHNOLOGY COMMITTEE Draft Minutes

October 2, 2023/ 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.
Chair (non-voting)	Faculty Association	SEIU
<input checked="" type="checkbox"/> Drew Patterson	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
Academic Senate	Classified Senate	Student Senate
<input checked="" type="checkbox"/> Dan Marschak <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Mike McQuiston <input checked="" type="checkbox"/> Ruchira Majumdar <input checked="" type="checkbox"/> Jared Howard	<input checked="" type="checkbox"/> Hermina Sarkis-Kelly <input type="checkbox"/> Shriya Shah <input checked="" type="checkbox"/> Yvette Nahinu <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant <input type="checkbox"/> Vacant
Vice Presidents	Deans	Faculty
<input type="checkbox"/> Anette Raichbart	<input checked="" type="checkbox"/> Tamica Ward	<input checked="" type="checkbox"/> Collin Thormoto
College Technology Staff (non-voting)	District ITS Staff (non-voting)	Guests
<input checked="" 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 checked="" type="checkbox"/> Bruce Griffin	<input checked="" type="checkbox"/> Dyrell Foster <input checked="" type="checkbox"/> Jessica <input type="checkbox"/> <input type="checkbox"/>

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> • Meeting called to order at 1:32 pm. • Quorum was met. • Drew Patterson agreed to continue as co-chair if Mike McQuiston would continue to represent the committee on College Council – Unanimous. 	
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> • Agenda was reviewed. MOTION: To approve by Dan Marschak and second by Collin Thormoto. 	
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> • Minutes from May 1st were reviewed. MOTION: To approve by Collin Thormoto and seconded by Jared Howard. 	
4.	<p>Action Items <i>For action</i></p> <ul style="list-style-type: none"> • 	
5.	<p>Staff Reports <i>For information</i></p> <ul style="list-style-type: none"> • College <ul style="list-style-type: none"> ○ Computer/ Network/ Audio/ Visual <ul style="list-style-type: none"> ▪ Thank you to the technology team of Christine, Sherman, AJ, David, Haywood and Michael for working with Yvette on Graduation. ▪ New buildings 2100, 3400 and 3500: thank you again to the entire team of Heidi, Sherman, AJ, David, Haywood, Michael as well as District ITS: Anthony and Wendy for getting everything in. There is still some work left to be done but classes were able to begin as expected. ▪ The Faculty Village was moved and all systems were moved into the new buildings. Thank you to 	

Ann Kroll and the Facilities staff for coordinating all the parts.

- In May the Livermore Craft Beer Festival was a huge success and thank you to Kiley and VP Raichbart for their assistance in organizing this event. The proceeds went to the LPC Fire Technology Program.
- Unitrends system for backing up all of the instructional system is now in operation.
- Server upgrades began back in May and all servers have now been updated to Microsoft Server 2022.
- The Math Emporium was moved to B2400 over the summer and then into B2100 for fall. The installation of some cameras is still outstanding but otherwise completed.
- Digital signage project started back in May and has been deployed but there is still some configurations needed and Christine will be contacting content key employees regarding training.
- The nine classroom upgrades in the Mertes building has been on hold for a year due to equipment shortages, but equipment has been received and installs should happen over the next few months as the schedule permits.
- The two classroom mock-ups for science in 1854 & 1859 have gone in. There were some installation issues and lessons learned but adjustments will be made on the quote for the remainder of the building.
- The English department is currently using GoPrint wireless student printing in the new building. This is the first area to use wireless student printing and have not received feedback yet.
- Apple computers for the computer life-cycle have been ordered for classrooms 714, 4226 & 4240. These are currently being prepped for deployment.

○ **Instructional Technology**

- A new self-paced HyFlex training course was designed and will be launched this month. It is for faculty who need training in order to teach a HyFlex class but haven't gone through the formal four-week training program.
- A page will be posted on the Online Learning site that lists all the HyFlex classes, along with the online participation modes that the instructors offer to the students. Students have complained that they don't know their options prior to registering for HyFlex classes. The completeness of the list will depend on the participation of the instructors.
- With the retirement last year of Vicky Austin, the college does not have a POCR lead or a second CVC-OEI Consortium rep. Several faculty members have been solicited to fill these roles, but none have offered their services.

- Instructors who undergo AI detection training in Turnitin are told that they have to determine how acceptable AI writing is by students even if the report shows 100% AI generated. Instructors should have a conversation with students about their writing submission instead of simply flunking the students. Currently, there is no official LPC process for dealing with AI-generated writing. A session on AI that will discuss detection in Turnitin, among other things, will be offered on Flex Day.
- The DE Committee was split on the topic of allowing students to have limited Teacher privileges in non-instructional Canvas courses. The district Technology Coordinating Committee will make a recommendation to the Chancellor on this issue October. 13 Chabot does not allow any students to have Teacher access.
- Wanda Butterly emailed all faculty September 12 to solicit voluntary fall 2023 web accessibility checks in Canvas. So far, eight instructors have submitted courses.
- TLC workshops began at the end of August and will continue through early December.

○ **Telecommunications/ Copy Services**

- Telecommunications:
 - The e911 project has been progressing slowly with Steve G., Mike Furuyama and Heidi U. meeting by-weekly with the vendor. Once the issues with the server build are completed the project should pick up.
 - All telecommunications moves and installs for buildings 2100, 3400 & 3500 have been completed.
 - The elevator replacement project is back on track. The 2 new elevators in B2100 are routing through the college PBX, but the previous 10 elevator phones are still configured to route through our carrier and costing the college over \$13,000 a month. The quote to replace all 10 phones, so they can route through our PBX, has been verbally approved. QUESTION: Who's the provider for the current elevator phones? The college is on the state CalNet contract which used different carriers for different services. The elevator phones use a "hot ring-down" function to Campus Safety when they go off-hook. This hot ring-down function is no longer tarified under the CalNet contract and we are having to pay legacy carrier pricing.
- Copy Services:
 - The existing copiers for B2100 have been moved back and 3 new devices were installed. A new copier was also installed in B3400.
 - With each of the new copiers that have been installed over the past year, including one in

B3300, Horticulture, they each used new firmware which required an upgrade of the PaperCut printing and scanning software. Many employees received computer messages to update the drivers and this is why. Due to new Microsoft security protocols we can no longer push out these updates remotely, but need to go to the desktop with the user logged in and enter the password.

- SARS:
 - Will be working on preparing the 6 Counseling probation & dismissal mass e-mails this week.

- **Website/ Home Page Analytics**

- A&R and Counseling have been updated to the new templates; working with the new director of Financial Aid on their pages.
- Went live with the print catalog on the summer.
- Working with Academic Services on the Meta 4 project which is the process of moving Curricunet data into Curricunet's meta platform. This uses an API so it could be used to pull data into our catalog.
- Went live with LPC Go the mobile app for Android and Apple. Most pages point back to the LPC web site. There is the potential for the app to integrate with Canvas and assist with registration but it will need to work with single sign on so it's a ways out. QUESTION: How did this app come about? This was a request from Shawn Taylor for use by students. Still working on a marketing plan for this app.
- Went live with the accessibility app, the purple figure on the left of every college web page. This has been applied throughout the district's web pages and is providing very detailed information regarding accessibility and content.
- Will provide analytics for the home page at the next meeting. The new Google analytics does not provide as much information as it did; but testing the Microsoft analytics, Clarity. Clarity has some features that can distinguish between users and bot traffic. QUESTION: Can you revert back to the previous Google analytics? No, but it is rumored that eventually the new version will have all the functionality.

- **District**

Projects continuing from over the summer:

- Finished phase 1 of the technical rollout of CRM/ Advise; thank you to everyone who participated in this

	<p>phase. The system is available and will be handing-off to users on October 18th. From there, Ed Services will be taking the lead and defining what the remaining phases will be focusing on.</p> <ul style="list-style-type: none"> ○ Pre-kickoff conversation regarding CRM/ Recruit have started. This product is focused on recruiting and outreach of students and following them through registration. ○ Over the summer, the Board approved migrating the CLPCCD enterprise resource system to the Oracle cloud. This will take the system from on-premise where it is susceptible to power and temperature variations, and regular costly hardware maintenance and replacement into a cloud environment that will provide better security and disaster recovery services. ○ Upgrade to ClassWeb (different from MyPortal) SSD 8 to SSD 9. The new version will look different and is currently being tested with HR, Payroll, Finance and Financial Aid. The new student module is extensive and will take time to prepare before rollout. ○ Rolling out over the next year to the colleges is multi-factor authentication for e-mail login; very similar to online login for your bank. This is becoming increasingly important due to logins being reported from all over the world. QUESTION: Faculty member travels overseas over the breaks, will multi-factor authentication be optional or mandatory, do not have international cell service? There is a Microsoft Authenticator option that is not text based. ○ Network Services is in the process of upgrading firewalls. ○ QUESTION: There is a rumor that T-mobile has reached out to use regarding our DAS (distributed antenna system)? Yes, Wendy Pinos is working with them to get T-mobile connected into our DAS but the process has many parts and sub-contractors and moves slowly with no definitive timeline. 	
6.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● Technology Topics for Conversation in Guided Pathways – Jared H. began attending the District Technology Coordinating Committee. As Bruce indicated earlier, Advise will be rolling out soon and should be beneficial for student pathways. Working on Canvas pathways pages for spring semester. Bruce stated that ITS staff did meet with Sierra College regarding this project, and it was expressed that the project was scaled back due to too much information for the student to digest. It was noted that the spring timeline may need to be adjusted due to project requirements on ITS. ● Forms and Workflows – On hold. ● My Portal, Update, Questions and Feedback – No report. ● Student Printing in the Library – The Basic Needs program reached out with some available funding. Contacting the state to determine if this type of use is acceptable for this funding and what type of reporting would be required. Recommend setting up a meeting with the key players and identify the goals and what’s 	

	needed to achieve these.	
7.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> • College Technology Priorities List – There has been conversation, particularly in Guided Pathways, regarding developing a list of college-wide technology priorities. What does the college need and how are things being prioritized. District ITS has a list of projects that are prioritized. Dr. Foster commented that he is hearing the work that many of the college departments and committees are doing that require some type of technology integration, particularly with ITS. Could this be a role for the Technology Committee to prioritize requests for technology work? Key points from the discussion: <ul style="list-style-type: none"> ○ Has there been a process for this in the past. ○ There is a LPC Technology Master Plan, along with plans for the other two sites, that were approved last fall, and the three plans integrate with one another. https://www.clpccd.org/tech/files/docs/planning/lpc-tech-plan-20221115.pdf This may be a good place to start. ○ The Program Review process has a section for technology needs. ○ Technology needs for equipment are directed through the RAC Instructional Equipment Request process. How are other technology needs for non-equipment addressed. ○ There are various avenues for requesting technology, Program Review and Instructional Equipment are some of them. The Technology Committee has always been open for the college community to bring any need forward. ○ It's very important for the college and district IT to be involved early in the review and decision process for new/ changing technology. Not all technology applications are compatible with one another and often times other tasks need to be addressed before new tasks can move forward. ○ There is a need for clarity on how requests, with a District ITS component, should be put forward. ○ There are members from LPC Distance Ed and Technology committee who participate on the District TCC which helps facilitate the flow of information and requests. ○ Formalizing a process to bringing requests forward would be helpful, but there is also a need for closing the loop. ○ Most of the technology staff are not able to cast a vote on Technology Committee action items. ○ Requests that come to the committee should be vetted first by a dean or VP. ○ How granular should requests that come to the committee be, as opposed to letting the department take care of it. A vetting process needs to clarify roles/ responsibility and delineation. 	

	<ul style="list-style-type: none"> ○ May need to have a review of the technology processes for those who are new to the campus. ○ Is there a database of requests. ○ Is there a user group in place to support new/ changing technology at the district level. There are Banner user groups for A&R and Financial Aid. ○ Modify the agenda item to reflect focus of ITS request prioritization. <ul style="list-style-type: none"> ● Using Technology to Support Teaching, Learning and Student Success – Dr. Foster, on College Day, presented his goals for the year of excellence and support teaching, learning and student success was one where he asked for volunteers for an insight team to explore. Technology’s role in supporting this is a highlight. Dr. Foster’s vision of a first step is to do an assessment with students and all employees and creating a survey with the Institutional Research Office. The hope is to send out the survey during the fall semester with results being shared in the spring. The college continues to be engaged with the account team at Apple. The college recently submitted an application for a 4 year grant, approximately \$800,000 a year that includes evaluating technology in teaching and learning. The grant is focusing on professional development and access and use of technology to support teaching and learning. Steve G. and Scott V. requested that they have a chance to participate in the development of the survey to ensure clarity of the questions. 	
8.	<p>Good of the Order/ Information Items <i>For information</i></p> <ul style="list-style-type: none"> ● 	
9.	<p>Future Agenda Items <i>For discussion</i></p> <ul style="list-style-type: none"> ● Review of draft technology teaching learning and success survey. ● 	
10.		

Meeting adjourned at: 3:27 PM

Next meeting:

- November 6th
- December 4th December 4th
- January – Winter Break

- February 5th
- March 4th
- April – Spring Break
- May 6th
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