TECHNOLOGY COMMITTEE Minutes

December 4, 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
☒ Drew Patterson	☐ Vacant	☐ Vacant

Academic Senate	Classified Senate	Student Senate
☒ Dan Marschak	☒ Hermina Sarkis-Kelly	☐ Vacant
☐ Vacant	☒ Shriya Shah	☐ Vacant
☒ Mike McQuiston	☐ Yvette Nahinu	
☒ Ruchira Majumdar	☐ Vacant	
☒ Jared Howard	☐ Vacant	

Vice Presidents	Deans	Faculty
☒ Anette Raichbart	☒ Tamica Ward	☒ Collin Thormoto

College Technology Staff (non-voting)	District ITS Staff (non-voting)	Guests
☐ Steve Gunderson	☒ Bruce Griffin	☒ Kristen Whittaker
☒ Scott Vigallon *		☐
☒ Heidi Ulrech *		
☒ Tim Druley *		
*May vote as Classified Senate Representative		

Agenda Item	Information/Discussion	Action/Assigned To
1.	**Call to Order** *For information* • Meeting called to order at 1:33 pm. • Quorum was met.	
2.	**Review & Approve Agenda** *For action* • Agenda was reviewed. MOTION: To approve by Ruchira Majumdar and second by Dan Marschak.	
3.	**Review & Approve Prior Minutes** *For action* • Minutes from November 6th were reviewed. MOTION: To approve by Jared Howard and seconded by Ruchira Majumdar.	
4.	**Action Items** *For action* •	

5.	**Staff Reports**
	For information
	▪ **College**
	   o **Computer/ Network/ Audio/ Visual**
	     ▪ No report.
	
	   o **Instructional Technology**
	     ▪ The TLC Insight Team met November 21 to discuss the issues involved in establishing a re-envisioned Teaching and Learning Center. Two of the more involved issues include developing the function and purpose of the center and determining the location of the center. Subgroups are being formed to make recommendations about these issues. The team will also choose a new name	

for the center, which will cover the professional development of faculty, staff, and administrators. The team will meet December 5 and ultimately will send a final proposal for the new center to President Foster in March.

- The current TLC will host a workshop for faculty titled Exploring the Basics of Generative AI on December 7 from 2-3 p.m. in Room 2410 and online via Zoom. Faculty will get familiar with how Generative AI works, what the key terms to know are, how it's being used by students and instructors, and how to write the best prompts to get the best results. This beginner's workshop will be repeated in the spring along with several other new workshops about AI in instruction.
- Last month, Scott reported that the Discussions and Announcements tools in Canvas will be updated, and the current version of those tools will no longer be available after the spring 2024 semester. Since then, Canvas has announced that its Rubric tool will also be upgraded and will replace the current tool in April. Training on these tools will be available in spring. QUESTION: There's the new Quizzes and new Rubric, will these impact the new tools or go away? Canvas has not put a deadline on phasing out the current Quizzes. The new Rubric will replace the current one. Same with the discussions and announcements, the new will replace the current.
- If any instructors have students submit assignments via Google tools, that process will change, too, after the spring semester with an upgraded Google Assignments tool. This upgrade integrates other Google tools in Canvas.
- District ITS has agreed to pay for Impact by Instructure. Impact will allow Canvas admins to pull important data, particularly from third-party apps that are installed in the Canvas system. There is a feature that enables popup messages to instructors and students, but it will not be used. The implementation date is not set yet.
- The CVC executive director met with the district Senior Leadership Team December 4 to explain the process for LPC and Chabot to become Teaching Colleges in the CVC Exchange. Chancellor Gerhard committed the district to participating in the February 2025 cohort that will do the work necessary to enter the Exchange as Teaching Colleges. That was the earliest cohort start that was available, but the chancellor asked that if an opening arises earlier, like this February, that we be placed on a waitlist. The entire implementation process takes eight weeks with 1-10 hours per week of work for team members. Those team members will come from the Office of Instruction, A&R, Financial Aid, Fiscal Services, and ITS.

- **Telecommunications/ Copy Services**
  - Telecommunications:
    - The server for the E911 upgrade project has been setup and shipped out to us last week. The next step will be to get it set up and on our domain. Hopefully, the installation can

take place before the beginning of the next semester.

- o The installation of the new elevator phones is 90% complete. There is one elevator that is difficult to convert and will need more exploration. The carrier phone lines for the completed elevators have all had request removal submitted.

- o **Website/ Home Page Analytics**
    - Went live with Trumba about three weeks ago; is live on LPC home page. What's new is the Event Submission Form that holds requests to be approved before posting to calendar.
    - The Go Moble App template, based off that of Santa Clara University which was found to be most desirable by students. Guided Pathways is also building a template based on SMC Go.
    - Making touch-ups to LPC home page – the Athletics calendar is now feeding into main calendar; Announcements section; scaling down 6 icons at the top; making changes to rotator; beginning to add back some of the specialized logos for LPC organizations at the bottom.
    - The Computer Science Club is requesting to go live with a ClassWeb extension that can be downloaded from the Chrome extension store. This was developed by students who only had access to ClassWeb for Students and does not work for employee ClassWeb. The extension converts the current ClassWeb code into a more modern responsive html code (open source code). Has been shown to Dr. Foster and would like to keep it as a club activity but not officially supported by LPC. Bruce Griffin commented that this is a bad idea to have open source software accessing sensitive student data. In addition to security issues is the question of who will support this. What will happen when MyPortal takes over the function of ClassWeb. Rumer is that this extension has Academic Senate support; the Academic Senate technology representative denied any endorsement from the Academic Senate. CLPCCD Information Technology Services (ITS) adamantly does not support this extension. Consider agenizing and inviting the club to join the next Technology Committee meeting in February. This experience could also be a learning opportunity for both the students and the college as to what students are desiring. Another request that came from Dr. Foster was to know what the Feedback is from MyPortal so that students can be a part of making it user friendly. QUESTION: Is there a student user group for MyPortal? There are students on the District TCC yet they rarely attend. There are still some basic functionalities that are being configured so it isn't at a point where student input can be integrated.

	▪ **District**
	Projects continuing from over the summer:

- o Oracle Cloud Infrastructure project (OCI) is in the server build phase with hundreds of servers to be built. Also building out the development test database. Project is moving quickly and expected to wrap up end spring/ early summer.
- o DegreeWorks consultants are looking at the backend to figure out how to merge to instances into one. As well as a functional assessment to determine how to merge the functions of the two colleges.
- o The Advise project has mostly been turned over to District Education Services for continued work.
- o CRM Recruit project is working with the Governmental and Public Relations Office to help outreach activities and capturing potential students up until they register.
- o MyPortal is a gateway that contains ClassWeb. Currently the team is working on updating cards with more unique data for students based on the data lake.
- o The MyPortal team is also working to upgrade Banner Self Service SSB8 (ClassWeb) to SSB9. Would like to demo for the committee; it has a more modern look and feel and is mostly responsive on a smartphone, should make registering easier.
- o State Chancellor's Office is investigating a common ERP system. This would have to be a software as a service (SAAS). This would mean that we would no long have the ability to make modifications to the system to fit our needs. Would we be required to use it – more likely it would be set up in the way that Canvas is. The district needs/ requirements have already be submitted to the Accenture Group but is not an endorsement.

6.	**Old Business**
	For discussion

- **Technology Topics for Conversation in Guided Pathways –** Working closely with David Reed in Education Services to integrate the dashboard for Chabot and LPC into Advise. May be setting up user groups for the different data needs. A student support hub was created in Canvas some time ago and it is being requested that this be replaced with a support and belonging platform. A presentation will be made regarding this request. On another note, all students will be put into a Canvas course for spring semester that will give them links to the web page and pathways. Also, working with Chip Woerner on creating graphical announcements to be placed into the Canvas course.
- **Forms and Workflows** – On hold.
- **My Portal, Update, Questions and Feedback** – No report
- **Technology Project Request Process** – After further conversation with Dr. Foster, Steve and Heidi, it was made clearer that this topic was not about requesting classroom or staff equipment; there are already procedures in

	place and working well. One would approach their department administration with a request and they would direct the request to the appropriate people/ group. The initial conversation was with regard to the new Ellucian software, and the suggestion of user groups being involved in software implementation and use was beneficial. David Reed in Education Services has helped to address some of the concerns with his work. This topic has been sufficiently discussed and can be removed from the agenda.	
7.	**New Business** *For discussion* • The 2022-23 Technology Satisfaction Survey was again sent out by Scott last spring to LPC employees. There were 24 responses and the survey showed a weighted average between 4.67 and 5.0 for the different questions. Survey comment section was also reviewed. • Concern was expressed regarding recent ClassWeb service outages. There were some notices regarding required maintenance service outages but there was another outage in which no information was made available that left employees and students asking questions. There are a few times a year when patches are released, November/ December is one of those times where Financial Aid and IRS data needs to be updated. There is never a good time to take Banner/ ClassWeb out of service and every effort is made to select a time that should be the least disruptive. Communication for service outages is generally sent out two weeks in advance and then again 3-5 days before hand. Sometimes there are unplanned outages in which notice is sent out, but not to students as often times students don't see the notice until after the system is back in service. Notice will start to be placed on MyPortal in the spring. QUESTION: Is there a back up site that can take over in this situation? Currently the ClassWeb landing page is the server; Once fully integrated into MyPortal can produce such a message. Banner doesn't have a redundant server due to cost and capturing of data; but with Oracle Cloud it should help with recovery time.	
8.	**Good of the Order/ Information Items** *For information* •	
9.	**Future Agenda Items** *For discussion* • ClassWeb Chrome Extension Update. •	
10.		

Meeting adjourned at: 2:47 PM
Next meeting:

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