



# Technology Committee MINUTES

October 7, 2019 | 1:30 | Room 1687

## LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

## LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

## Attendees

### Members Present (voting):

Greg Johns  
Amy Rel  
Mike Sugi  
Elizabeth Verzi  
Lord Brandon Ferrer  
Moh Daoud  
Melissa Brown  
Meghan Swanson  
Sherman Lindsey  
Drew Paterson  
Jared Howard  
Mike McQuiston

### Members Present (non-voting):

Kali Rippel  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Steve Gunderson  
Bruce Griffin

### Members Absent:

Diane Brady

### Meeting Guests:

Salvador Victoria

## Meeting Minutes

- I Called to Order at 1:35 pm. Quorum was met.
  - Introductions of this year's members was made.
  - MOTION: To have Kali Rippel continue to chair the committee for Fall Semester was made by Sherman Lindsey and seconded by Meghan Swanson-Garoupa, unanimous vote.
- II Agenda was reviewed. MOTION: To approve the agenda was made by Greg Johns and seconded by Sherman Lindsey, unanimous vote.
- III Minutes for April and May were reviewed. MOTION: to approve both sets of minutes was made by Greg Johns and seconded by Sherman Lindsey, unanimous vote.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - ITS and College Technology work with the Facilities team, Architects and user's groups on Power/Data locations, Audio/Visual Systems, Computers and Networking, and Instructional Technology design as it pertains to learning Environments. These projects are discussed in detail at the Facilities Committee if anyone is interested in getting more details.
      - There have also been a few smaller projects that both M&O and Technology have worked on together.
        - The network cabling in the 803 computer lab completely upgraded over the summer.
        - Admissions and Records, and the EOPS/CalWORKs areas where remodeled and reconfigured.
        - Tomorrow we start work on a small reconfiguration in Student Government.
      - **(DAS) Distributed Antenna System**  
The last meeting, I acknowledged Wendy Pinos and how she has managed the (DAS) Distributed Antenna System deployment across campus. Wendy worked tirelessly with Cal-Coast and Day Wireless to move this project forward.

She has done an amazing job. Deployments included, 130 UAPs installed, with secure seismic installations, new cabling added as needed, 25 IDFs connected in 19 buildings.

**Update:** AT&T is live at the Las Positas campus and the technology is working great. Those of you that have AT&T have probably noticed the signal strength being exceptional in buildings. I personally have stayed on phone calls while walking through building 1600 and have not dropped the call. Verizon should be coming on by the end of the month.

- **Update: 2420 Lecture Hall Project**

Over the summer we worked with our integrator and the Facilities team to get BID documents together for this project. The BIDS are now in and under review. The scope of the project includes the removal of the existing screens, the removal of the large lectern in the front of the room, and the upgrade of all Audio /Visual components. The existing screens will be replaced with High Resolution LED technology. The latest standards in building 1000 have also been applied in this space. Some of the features include wireless mirror casting, hard wired connectivity, and lecture capture. We are expected to have some of the work done over the Christmas break. However, we may have to extend the completion into Spring of 2020 because of time constraints.

- **MD Audio Visual refresh**

Technology has finished the mock-up for the MD audio visual refresh. The technology can be found in classroom 2480. The standards are the same as the technology in building 1000. The difference is that the built in aluminum screens have been replaced with upgraded fixed screens. We are working with the vendor on quotes for the remaining classrooms on the west side of the building.

- **714 Computer Lab Upgrade**

LPC Technology and the facilities team have completed the computer refresh and remodel of room 714. This room was upgraded with new furniture and 27" MAC computers for the Visual Communications program. The next phase of this project will include a complete Audio Visual Refresh. The schedule for the work has not been established but we are looking at a November or December time-frame.

- **Life-Cycle Computer Replacement**

As of this date the technology team has installed over a 1052 systems across campus. The installs themselves have gone pretty smoothly. We have had issues and delays in receiving equipment, warehouse issues, and other unforeseen circumstances. Installs are currently taking place in 2100, 2500, 4000, and some in 2400. After these areas are deployed we will reassess where we are and provide an update.

- **Digital Signage**

Back on June 25th Christine Hornbaker looked at another Demo with Spinetix Digital signage. The outcome of the meeting was that the current system is the preferred model. Christine reported that the new interface for Carousel Digital Signage is more robust, easier to use, and allows more scalability. That has moved us into adopting this as our standard. This system is also being used over at Chabot as well.

## 2. Instructional Technology/ TLC – Scott Vigallon

- Scott met with Canvas and Eric Stricklen of District ITS, and we were told by Canvas that it is possible to automatically merge officially cross-listed courses. The issue arose due to the demand of merging the new non-credit courses into their credit counterparts. If this could be done automatically, that's a task faculty won't have to do. If this comes to fruition, instructors can still use the following tools in merged courses to separate content, etc. by sections: Assignments, Discussions, Quizzes, Announcements, Gradebook, Settings (term dates), and the Attendance app. The automatic merging has not been tested yet. If testing works, the issue will go to divisions and the Academic Senate.
- District ITS and the colleges are still trying to figure out how to move the district's 300,000 papers in the VeriCite database to the Turnitin database. QUESTION: So none of the existing papers will be moved over to Turnitin? Not unless resources are found to manually load all the papers. QUESTION: How long would it take for each paper? The vendor estimated that it would take over a week for someone to do nothing but enter papers. However, with this plan there would be no metadata associated with the paper(s). If the college were to take on this process, that information could be included. QUESTION: Has there been conversation about prioritizing what's entered? Yes, and it received push-back. QUESTION: Does Turnitin look at Course Hero and other sites that sell papers? If it is password protected, No. But, for an additional cost . . .
- The DE committee's two proposals for Fall Flex Day were accepted. There will be a web accessibility session and a session that involves faculty in a mock CVC-OEI review of a course to determine if it is aligned with Course Design Rubric.
- Christina Lee submitted LPC's first cohort of three DE courses to the OEI Course Design Academy, and a meeting was held Sept. 25 with CVC-OEI to discuss the results with our POCR review team. For the most part, the review was positive. CVC-OEI found a few incongruities between their reviews of the three courses and LPC's reviews. The POCR team is working with the three instructors whose courses were reviewed to make the necessary fixes. Once done, the courses will be sent back to CVC-OEI for verification. After that, LPC is hopeful that it will become a Certified POCR College and, thus, be able to fast-track courses through CVC-OEI for approval.
- Student Services will pay for an extra 383 hours of NetTutor usage, which is expected to rise since we began automatically creating Canvas shells for every course.
- LPC will be contacted in February 2020 about preparing to integrate our Banner system with Finish Faster Online/ExCEL, more commonly known as the CVC course exchange. The projected date for full implementation of the CVC course exchange is June 2021. This takes into consideration that Chabot has yet to join the OEI Consortium. It is anticipated that Chabot will join during the next round of applications, which will probably be this spring. During the data integration process, the CVC-OEI will be reaching out to ITS, A&R, DSPS, Financial Aid, and the Office of Instruction, among others.

- LPC's first non-OEI course review took place Sept. 27 in the DE Committee. This is for first-time DE instructors. The idea is to offer courses that pass a set of baseline standards to ensure that the courses meet accreditation and legal requirements before being offered for the first time.

### 3. Telecommunications/ Copy Services – Heidi Ulrech

- Copy Services

At the end of Spring Semester we life cycled out the production color copier that's in the Copy Center. The new device is on the same par with the old machine however it does have one new feature that we are in the process of testing. It has the capability to do banners of 13" in width and up to 42" in length. I don't have all the information and costing for this yet, when we do I'll e-mail this out to the departments.

The contract for Ricoh's operation of our Copy Center expired in August and we have been in discussion with our Ricoh Managed Services team regarding new contact options.

- Telecommunications System

Over the summer I met with the Student Services administrators regarding the three call center configurations in Admissions and Records, Counseling and Financial Aid. We looked at and discussed the current configurations as well as the historical call data from last academic year.

Highlights:

- Financial Aid – 4969 calls
- Counseling – 17705 calls
- A&R – 33539 calls

In response to this meeting, Dean of Enrollment Services, Tamica Ward, requested that some significant changes be made to the call center configuration for A&R in an attempt to get caller's questions addressed quicker and reduce the call traffic for the staff. I've been working on implementing these changes since August and I'm about 80% complete.

- SARS

Recently, I've received a number of inquiries regarding new SARS installs or changes to existing locations but so far nothing has been approved to move forward.

- Technology Committee Website

Lastly, the Technology Committee website has been updated with new membership, meeting time and last year's agendas and minutes (excluding May).

### 4. Website – Tim Druley

- The home page has a new placement for announcements that is now random (no longer scrolling)

- Working with Josue in Student Life to make documents for clubs to be more electronic (instead of hard copy) but will still need to get signatures.
- The District web site has been significantly migrated to the new Omni site, just in time for the Chancellor search.
- The new student orientation program has gone live.
- In the near future it is anticipated that the college web site will be going through a redesign. Would like to be able to bring to the Technology Committee some of the suggested changes for discussion and approval. QUESTION: Does the committee's charge appropriately reflect this task? Need to consider the next time the charge is reviewed.
- The new academic integrity web page has gone live.

## B District ITS – Bruce Griffin

- Banner 9 is fully live and all the modules are up. Banner 8 is still active due to: customized forms that are still in use; there is still some functionality that is being addressed by the vendor; and performance of Banner 9 is being watched and adjusted. The goal is to have no longer than 3 seconds between enter and the screen coming up.
- Looking into having a major upgrade to DegreeWorks. This is the tool to assist students in planning and completing their degree objectives. A proposal has been submitted to the FFC (Funding Formula Committee). QUESTION: Is the DegreeWorks update to the newest version? It's to upgrade to a new version but not quite the cutting edge version. QUESTION: Can the Student Service staff/ faculty get some training before DegreeWorks goes live, some have expressed a sense of not being aware? The project plan does need to have participation from counselors as well as student groups and student services workers.
- Follow up on the new student orientation, this is a product produced by Cynosure New Media. This project was supported by the HSI grant.
- Xlibris common card catalog project – Is currently submitting information to the vendor. Both college libraries are working on this.
- Campus Logic is a tool for the Financial Aid Offices that will be going live for the colleges soon. This tool assists with completing the FASFA application by sending reminders to the student to complete the application as well as better allows for uploading of documents.
- With the Banner 9 upgrade it will allow to proceed with upgrading ClassWeb. The first pages to be updated will be the employee profile pages with more links upfront. Afterwards will be the student access pages. QUESTION: With the new ClassWeb for students, will there also be an app with that as well? There is an app currently, but it is not desirable; you can't register for classes. Considering some other tools that eLucian has.

Will be putting together a student experience group to look at these options as well as including staff and faculty.

- Ken Agustin is working with Steve Gunderson and Sara Woods regarding the Microsoft agreement and some proposed changes the pricing structure. QUESTION: Will these changes have any effect on students using 365 for free? Not that we know, that product is available through the CCC Foundation not the District.

## V Old Business

- A. Over the summer Steve Gunderson had a conversation with Nathaniel Rice at Chabot, who are also addressing this at their Tech Committee. Considering a coordinated effort between the colleges to help move this along and then have a linking with the District Tech plan.
- B. Follett Discovery project is on hold.
- C. As reported by Steve Gunderson, the college has decided to go with a new version of Carousel for digital signage on campus. The committee agreed that this topic has been addressed and can be removed from Old Business.
- D. Continued the review of Accreditation templates for Standard III. Reviewed the template of Standard III.C.1 from last May. It was noted that a great deal of information will need to come from Bond documents in addition to Technology Committees and Teaching and Learning. A follow up question was “how do we evaluate and assess:”
  - There are a number of surveys for both students and staff/ faculty.
  - Discuss how do the survey results align with the goals and objectives in the planning documents.
  - Annual report of the systems on campus (new, refresh, etc.).
  - Student Services use of technology products (inventory).

Standard III.C.2 review: the documentation for this standard is much the same as C.1. Include: Guided Pathways, Funding Formula Committee minutes/ PBC minutes, RAC, etc. Need to complete the Technology Master Plan.

## VI New Business - None

## VII Good of the Order

- Kisha Turner has been taking the lead with regard to uploading announcements to the digital signage in B1000.
- QUESTION: Use of Google Docs for college work? Faculty and staff are welcome to set up their own Google Drive accounts for collaboration; it isn't publicized due to privacy concerns (FERPA) and Google's terms and conditions. Collaboration needs can be added to New Business topics.

Currently, faculty can request to have a ZoneMail account created for easier collaboration with students.

- Students don't like to use their ZoneMail account. Key points of conversation:
  - eMail/ ZoneMail accounts are created during the application process and are a primary means of communicating confidentially with students.
  - How do we meet students where they are so that they are not left behind as they progress through their education – New Business topic.
  - Would a Smart Shop Workshop session be of assistance on this?
  - Could this be addressed in orientation? The new online orientation is not easily changed.
  - Student technology readiness varies widely.

## VIII Talking Points

- AT&T and Verizon are live or soon to be live.
- Copy Center capability to print banners.
- Online student orientation is live.
- Banner 9 upgrade all but done and new ClassWeb in the works.
- Vericite papers will not be moved into Turnitin.
- DegreeWorks upgrade in Spring/ Summer 2020.

## IX Adjournment at 3:26 pm.

## X Next Regular Meeting

- December – 2nd
- January – Winter Break, No Meeting
- February – 3rd
- March – 2nd
- April – 6th
- May – 4th

### Documents:

- Sign-in Sheet

Prepared by: HUIrech