



Technology Committee

February 24, 2014
2:30pm Room 1687

MINUTES

Present: **Members:** Larry Aguiar, Angela Amaya, Adeliza Flores, John Gonder, Sherman Lindsey, Brian Owyong, Jed Taberner,

Ex-Officios: Stephen Gunderson, Heidi Ulrech, Scott Vigallon

Guests:

Called to Order: 2:33 pm

1. **Welcome & Introductions**
2. **Review and Approve October Minutes**
 - **Motion: To approve October Meeting Minutes**
Moved: A. Amaya/Second: J.
Approved: Unanimously
3. **Review and Approve January Minutes**
 - **Motion: Postponed until March Meeting**
4. **Reports**

Jeannine Methe – Absent (No Report)

Steve Gunderson – No Written Report – We have updated over a 1000 systems with Windows 7. We are trying to get everyone on the same standard system. We are in alignment with the removal of the Novell client. First is the Domain issue, then the Groupwise issue. Brief update regarding the FF&E process for the Library and renovations. Patch management is handled by group policy. When an update is released it is put into the cue to be updated in the image during the maintenance period. This allows us to test before deploying on campus.

Question – Where are we with the Document Management System for LPC? – *This would really be a question for Jeannine.*

Question – Is it possible to access our computers/hard drives remotely? *Again, this would be a question for District IT as it is a policy issue. With the availability of Google Do c and Drop Box, there really is no reason to use VPN.*



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Heidi Ulrech – Written Report (*Attachment B*)

Scott Vigallon – Written Report (*Attachment C*)

Website for California Virtual Campus http://www.cvc.edu/pilot_faq/

5. New Business

Committee Membership – Discussion regarding 1 or 2 seated student members on Technology Committee.

- **Motion: To change charge of the Technology Committee to reflect the following: “Up to 2 students.”**

Moved: J. Taberero/Second: N. Auebon

Approved: Unanimously

6. Old Business

7. Good of the Order

Comment from Committee Member regarding the vacant Webmaster position. “This committee should really do something about hiring a webmaster for the campus. We are piece meal. Should this be a Campus or District priority? We need a more professional website. People and departments are updating their own content. We need a developer.”

Question for the students on the committee: How do the students on the committee view the website? *I think the mobile app is the better choice. I really do not use the main website.*

This is probably part of a much broader discussion. This may be one of the priorities for the the District Technology Committee.

8. Adjournment @ 3:54pm

LPC Technology Committee
Department Report – Heidi Ulrech

February 2014

Due to the changes being brought on with 3SP, particularly with how the funding structure and priority registration will be changed next year, a lot of work is being done on the SARS programs. SARS is suite of programs that work with each other and in some cases work independently.

- SARS, Grid – Appointment scheduling software used in student services areas.
- SARS, Trak – Student access kiosks to self check-in for activities.
- eSARS – On-line appointment self scheduling.
- SARS, Call – Appointment reminders.

Chris Lee in Counseling volunteered to take the lead in the 3SP transition and has met with most of the student services departments to assess their activities and how they fit the new 3SP guidelines. All of the departments have had to make some sort of modification to their SARS configurations.

- Assessment – Added three new eSARS configurations for Early Admissions Testing and Program Planning sessions. Re-configured and added appointment confirmation e-mails and appointment reminder e-mail messages.

- Counseling – Added and disabled some Grid schedule codes and reason codes. Configured Trak kiosk for student appointment check-in. Currently re-working appointment confirmation and reminder e-mail messages.

- Transfer – Have made some changes to Grid and Trak configurations, more are expected. Currently re-working appointment confirmation and reminder e-mail messages.

- Financial Aid – Minor changes to Grid reason codes.

- Veterans – Minor changes to Grid reason codes.

- CalWorks – Working with department on changes to Grid and Trak.

- Admissions and Records – Worked with department on new configurations for Grid and Trak. Ethan completed installation last week so we are continuing to modify the configurations as A&R uses it and determines what they need.

Rachel Ugale in ITS, has also been working with Chris Lee and mapping student services activities to 3SP guidelines. Capturing these activities in the SARS database will then allow ITS to export the data into Banner for reporting to the state.

Scott Vigallon (Instructional Technology/ Open Learning Coordinator)

- **CVC Online Education Initiative:** As mentioned at our last meeting, the OEI is being set up to include—among other things-- a online course exchange in which students at any college can take online courses from any other college. A steering committee with 25 members has been formed, and its first meeting will take place April 4. High demand, high enrollment courses with the initial focus on Associate Degree for Transfer courses are being identified, and the initial courses will be in the exchange in time for the Fall 2014 semester. A common course management system is supposed to be implemented for the Spring 2015 semester.
- **Library resources:** One of the goals developed by the DE Committee recently is to promote library resources for DE classes. Librarians can be embedded into classes to assist students with their research needs, including finding materials, properly citing sources, etc. They can also create library guides tailored to the class and to assignments. Please pass this information along to the faculty in your divisions.
- **DE student satisfaction survey:** Several students on this annual survey commented that they would like more instructors to use videos in their online classes. This was passed on to all DE instructors, along with information about workshops on learning how to use the new Video Everywhere tool in Blackboard and the new video repositories available through the library. Please reiterate this information to faculty. Results of this Fall 2013 survey are available on the DE Committee's grapevine site.