



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.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Attendees

Members Present (voting):

Sylvia Rodriguez
Paul Sapsford
Angela Amaya (for Rippel)
Greg Johns
Mike Sugi
Amy Rel

Members Present (non-voting):

Jim Gioia, Chair
Scott Vigallon
Heidi Ulrech
Tim Druley
Jeannine Methe

Members Absent:

Keith Level
Don Miller
Deanna Horvath
Faculty, Student Services
Carol Edson
Sherman Lindsey
Student (2)
Steve Gunderson

Meeting Guests:

Deborah Bauer
Ken Agustin
Jim Wright

Technology Committee

MINUTES

February 10, 2016 / 2:30 / Room 1681B

Meeting Minutes

- I Called to Order at 2:36. The ASLPC student representative stepped off the committee due to course load. Angela Amaya sat in as the library faculty for Ms. Rippel. There were 6 voting members present and quorum was met.
- II The agenda was reviewed and approved by consensus.
- III Review and approval of Minutes
 - Minutes from November 2015 were reviewed.
MOTION: To approve minutes by Mr. Johns and seconded by Ms. Bauer, approved with 1 abstention.
 - Minutes from December 2015 were reviewed.
MOTION: To approve minutes by Mr. Johns and seconded by Ms. Bauer, approved with 1 abstention.
- IV Old Business
 - A. The completed Governance Worksheet was reviewed. Existing charge, membership and subsequent information remained as is from last year. Signature page was circulated.
QUESTION: Does the library still have a dedicated member on the committee? Yes, the governance document still shows library faculty in the membership.
 - B. LPC Master Plan - No Report.
 - Ms. Methe mentioned that neither she nor Mr. Gunderson have had time to get back to this. Mr. Gunderson has done some preliminary work and in March they hope to come back with an outline. Mr. Gioia noted that the plan was to have a basic structure of the master plan by the end of the semester. Ms. Methe stated that the details would be filled in after the outline was in place. In the past the master plan was reviewed by the technology committees and the college councils and expect to use the same process after completion of this document, around May of 2017 to begin implementation in the fall of 2017.
- V New Business
 - A. Ms. Ulrech stated that she and Mr. Gunderson had received an e-mail asking that there be conversation at

the Technology Committee meeting regarding a decision that was made at RAC last week and back in December. Mr. Wright, Interim VP of Administration, was asked if he could attend the meeting to provide information regarding proposed changes to the Instructional Equipment Request process. Ms. Methe provided historical information regarding the Measure B Bond funds, that have now been exhausted, and in working with the Business Offices have identified that state Instructional Equipment funds are now going to need to be used to provide technology instructional equipment, such as computers at the colleges. In the past, Mr. Gunderson has worked closely with the departments to obtain the required technology equipment via Bond funds and would like to continue a similar arrangement.

Concern was expressed that now that Bond funds are gone and IE funds will need to be used, as well as other sources, to support technology equipment; meanwhile other entities are making decisions about the spending of IE funds that may not be taking the Technology Plan into consideration. So, how can a structure be developed for Technology Committee and RAC to work together to support instructional equipment needs across the campus?

It was noted that according to the minutes from the December 2015 RAC meeting, there was a proposal to pilot a modified process for Spring Instructional Equipment requests where the remaining annual IE funds would be divided between the Academic divisions and Student Services and requests would be not reviewed and scored by RAC. The question was raised what about technology.

Mr. Wright provided some information regarding state Instructional Equipment and Deferred Maintenance funding and how the funds are allocated to the District who then distributes it to the colleges. At LPC, Instructional Equipment requests are submitted to the shared governance committee, RAC. For this year some IE funding was set aside to support a couple of projects where approval from DSA (Department of State Architects) may be needed. Mr. Wright went on to give examples of how some other colleges have developed processes using their Technology Master Plan and/ or Program Reviews to ensure that technology related instructional equipment needs are met. It was suggested that processes be defined and integrated into existing processes; a centralized group for review of technology be identified; and total cost of ownership be addressed. It was agreed that the need to fund technology has been communicated to the college community but doing so and recognizing funding sources has been slow to be understood. The Technology Department has documentation detailing what, when and the cost of technology purchased through the Bond. It was suggested that the committee chairs or a small task force meet (as soon as possible) to discuss the process for next year. Mr. Wright stated that he would report the concerns of this committee back to the executive staff.

VI Staff Reports

A. College

1. Computer/ Network/ Audio/ Video – Steve Gunderson
No report.

2. Open Learning/ TLC – Scott Vigallon

- Blackboard upgrade. The system was upgraded Jan. 11. The only issue reported was from Chabot. When instructors email announcements, those emails arrived to

students with do-not-reply@blackboard.com in the From field. Students could still click to reply, and their emails would go to the instructor, but it is confusing. Upon inquiry, Blackboard changed the do-not-reply portion of the email address to instructor@blackboard.com.

- Canvas training. There will be an introductory 50-minute Canvas training on flex day, Feb. 16, in Room 2416. Participants should create a free Canvas course ahead of time at canvas.instructure.com.
- Open Educational Resources. Governor Brown has allocated \$5 million in his recently proposed budget for colleges to develop open resources to be used in all courses of new or existing degrees and certificates. The resources have to be free to students. Grants up to \$50,000 per campus are available during the initial application period, January to June 2016. To apply, local academic senates have to adopt a resolution to use OER and approve a plan for the funds.
- Online Teaching Conference. This annual conference, sponsored by @ONE, takes place June 16-17 in San Diego. Early-bird pricing is \$225 until April 15. Pricing includes breakfast and lunch both days. The conference takes place at the San Diego Convention Center, and the host hotel is the Marriott Marquis San Diego Marina. The conference typically focuses on the California Community Colleges, and there should be several sessions on the OEI and Canvas. More info and registration is at onlineteachingconference.org.
- Substantive Change Proposal. The DE committee voted unanimously to approve the proposal. It went on the Curriculum Committee agenda Jan. 25 as an information item, then was approved by the College Council on Jan. 28. It is on the Academic Senate agenda today for a vote. Since the proposal needs to be board-approved, it will go to the board on Feb. 16 for approval. The ACCJC needs an electronic copy by March 18 and a hard copy of the proposal and evidence by March 19. The ACCJC will vote on it at its May 3 meeting.
- DE Scholarship Award. The DE Committee is asking DE instructors to nominate outstanding students for the annual DE Scholarship Award. An email went out Feb. 4. The winning student will receive a \$250 check and will be honored at the Student Recognition Ceremony in May. The deadline for nominations is March 11, and students can be nominated from any DE class during the 2015-16 academic year.

3. Telecommunications/ Copy Services – Heidi Ulrech

- The Copy Center has set another new record: 257 copy jobs on the first day of the semester; 689 jobs for the first week and 1782 jobs for the month of January which is 20% more than last year.

4. Website – Tim Druley

- Some of the underlying web page templates have been made responsive (automatically adjust based on the size of the viewing screen/ mobile device friendly). Now that the semester is underway and the home page is experiencing less traffic, it will be made responsive as well.

B. District ITS – Jeannine Methe

- The Web Content Management Committee, the team has looked at products from 8 vendors and narrowed the selection down to 3: Terminal 4, Live Whale, and Omni Update. They are now looking more in-depth at the products to include tailored demos, questions, cost and hosting options. At the end of the month the recorded demos will be made available to the users for additional feedback. The hope is to select a vendor by the end of March to recommend to the Chancellor and secure funding. With the plan for the fall to begin rolling out to select users. After the content management solution is determined the web design process can begin and will proceed in parallel with the roll out of the content management system.
- The OEI Task Force met in December and will meet again in February.
- The eLumen contract is in place until the end of June and should allow for the upgrade to proceed. LPC has been contacted by eLumen regarding additional costs. Ms. Methe assured the committee that there will be no additional costs for the upgrade.

VII Good of the Order – None

- QUESTION: What's the status of ePortfolio? Should have a signed contract with Digication. Looking to begin using it in the fall with the at-risk programs (DSPS, EOPS, CalWorks).
- QUESTION: Will the college have enough staffing to manage the possible conversion from Blackboard to Canvas? With the previous conversion from WebCT to Blackboard there was a conversion tool that migrated over most of the content. Then a consultant was hired to help with converting the remaining pieces. It is expected that the recommendation will be for the same type of plan again.

VIII Adjournment

MOTION: To adjourn at 3:55 by consensus.

IX Next Regular Meeting

- March 9th
- April 13th
- May 11th

Attachments:

- Sign-in Sheet
- Governance Worksheet
- Governance Worksheet, Member Approval Sheet

Prepared by: HUIrech

LPC Governance Worksheet

Committee Name Technology Committee

Academic Year 20 15 to 20 16

Please refer to the **Las Positas College Shared Governance Handbook** (available on the Intranet at <http://grapevine.laspositascollege.edu/administration/governance.php>) to complete this worksheet.

In order to ensure a smooth transition, it is advised that committee chairs be appointed in May for the following academic year.

Instructions

- A. **The purpose** of this worksheet is to allow each committee, Senate, Union, task force, or user group ("group") to review its charge and membership at its first Fall meeting.
- B. **Locate your Group's current Charge and Responsibilities** in the Governance Handbook, and send it to the Group with the agenda prior to the first Fall meeting.
- C. **If the structure is satisfactory**, no changes need to be made to this form. Just check Yes in Item 1, have the members sign the last page, and return to the President's Office.
- D. **If the Group wishes to make changes**, fill in the sections below for recommendations to College Council. Remember that changes to the Charge should be carefully coordinated with related committees. Changes in Membership should be coordinated with the constituency groups involved, keeping fairness in representations among the Groups.
- E. **Comments or questions** may be sent back to the Group from College Council for follow-up.
- F. **Return to the President's Office** by the end of September each year.

Thank you!

ARE THE DESCRIPTIONS OF YOUR GROUP'S CHARGE AND MEMBERSHIP SATISFACTORY?

☒ Yes

If "Yes" no further work is required. Have members of the group sign the last page and return it to the Office of the President.

☐ No

If "No" is checked, please INDICATE PROPOSED CHANGES BELOW.

Have members of the group sign the last page and return it to the Office of the President, for presentation at College Council.



PROPOSED CHANGES

1. Charge of Committee/Group

☒ Charge remains the same

☐ Recommended change to Charge. If changes are proposed to the Charge, type type the full, new charge here, with explanation for changes.

2. Reporting Relationship

This committee currently reports to: (fill in) RAC,
and it is recommended the Reporting Relationship remain the same.

This committee (please check one)

☐ has changed OR

☐ will change ...

... and it is recommended it now report to the following:

☐ Academic Senate [Date approved by Academic Senate: _____]

☐ College Council

☐ President

☐ Faculty Association

☐ Vice President of _____

☐ Other: _____

Attach documentation to support this recommendation.

3. Chairmanship

Indicate how chair is currently selected (Committee vote, appointed by _____, or by the position they hold at the college (*ex officio**, “*by the office of*”, such as VP of Administrative Services for Bookstore User Group)).

How is the chair currently selected? (check one)

x By committee vote

____ Ex officio (by office) - state which office : _____
(i.e., VP Admin. Services for for Bookstore User Group)

____ Other: ____ (state how chosen) _____

And:

x Chair selection method remains the same

..... **OR**

_____ It is recommended that Chair selection method change to: (Type in:)

4. Membership x Current Membership remains the same

OR: It is recommended **Membership change TO:**

Voting Members

(Example: Vice President of Student Services, 4 Classified; 2 Students, 1 Faculty from each division)

1. .
2. .
3. .

Total Voting Members: 14 - 2 vacancies

Quorum (50% + 1) : 7

Non-Voting Members - Current (Example: 1 faculty representative from each division, 4 Classified, 2 Students)

1. . Chair
2. . Senior Computer/ Network Support Specialist, Open Learning Coordinator, CTO
3. Telecommunications Coordinator, Webmaster

Attach documentation to support this recommendation.

* Note: The term *ex officio* has been used incorrectly in previous years. It means ‘by the office of’. LPC has used it to mean ‘non-voting’. If a member/chair is non-voting, it will now be noted as “Non-Voting”.

5. **Members appointed by** (check all that apply)

 x Academic Senate

 x Administration

 x Student Senate

 Faculty Association

 x Classified Senate (in conjunction with SEIU)

 SEIU only

6. **Term** (check one)

 One Year

 x Two Years

 Other: _____
(state Term)

This form completed by: Heidi Ulrech
Typed Name

Telecommunications
Position

11/23/2015
Date

Thank you for your review!

Please return to the President's Office by the end of September each year.

Governance Worksheet Approval by Group Members

NAME OF GROUP _____ Technology Committee _____

Signature

Printed Name

Date

_____	Don Miller	_____
_____	Sylvia Rodriguez	_____
_____	Jim Gioia - Chair	_____
_____	Deanna Horvath	_____
_____	Kali Rippel	_____
_____	Paul Sapsford	_____
_____	Keith Level	_____
_____	Greg Johns	_____
_____	Sherman Lindsey	_____
_____	Amy Rel	_____
_____	Carol Edson	_____
_____	Mike Sugi	_____
_____	Paulina Garzon	_____
_____	_____	_____
_____	Steve Gunderson Scott Vigallon Heidi Ulrech Tim Druley Jeannine Methe	_____

Tech Comm

Sign In

Feb. 10, 16

A Muel

Amykel
Scott

Jim Wright

Angela Amaya (for Kali Rippel/Library)

Michael Scott

2 Ray

PAUL SAPSFORD

Greg Johnson
Deborah Bauer

Ken Agustin, District ITS
Jerroni Mth, District ITS

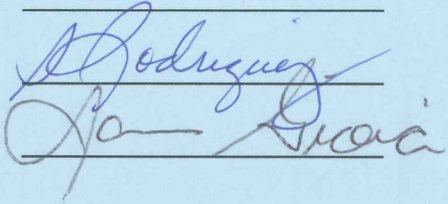
Governance Worksheet Approval by Group Members

NAME OF GROUP Technology Committee

Signature

Printed Name

Date



Don Miller

Sylvia Rodriguez

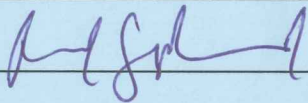
2/10/16

Jim Gioia - Chair

2/10/16

Deanna Horvath

Kali Rippel



Paul Sapsford

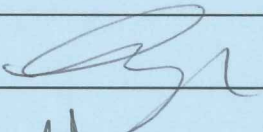
Keith Level



Greg Johns

2/10/16

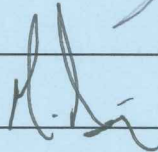
Sherman Lindsey



Amy Rel

2/10/2016

Carol Edson



Mike Sugi

02/10/16

~~Paulina Garzon~~

Steve Gunderson

Scott Vigallon

Heidi Ulrech 

Tim Druley

Jeannine Methe