Technology Committee
MINUTES

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):
Kali Rippel
Greg Johns
Sherman Lindsey
Amy Rel

Members Present (non-voting):
Jim Gioia, Chair
Steve Gunderson
Scott Vigallon
Heidi Ulrech
Tim Druley
Jeannine Methe

Members Absent:
Sylvia Rodriguez
Paul Sapsford
Keith Level
Don Miller
Deanna Horvath
Faculty, Student Services
Carol Edson
Mike Sugi
Student (2)

Meeting Guests:
Ken Agustin

Meeting Minutes

I   Called to Order at 2:45. Quorum was not met.

II   The agenda was reviewed but not approved without quorum.

III   Minutes were not approved without quorum.

IV   Old Business
A. LPC Technology Planning - Mr. Gunderson presented the concept and rough outline for preparation of a new LPC Technology Plan (PowerPoint attached). The current Plan expires at the end of the year. Elements of the plan are to develop:
- Scope
- Current State
- Input from College
- Emerging Technologies and Solutions
- Goals and Objectives
- Roles and Responsibilities Matrix

The Plan will be a five year plan. However, there are changes taking place every year, so the committee will need to review the plan every year and make updates. The Plan should be an overarching plan for technology and the matrix and individual program reviews should provide the detail. After the next TCC meeting, and based on feedback from that committee, the next step will be for the campus experts for each of the categories to begin drafting the scope section for that category. As the committee determines the timeline for development of the Plan, there also needs to be consideration for other planning documents being prepared, such as Program Review.

B. Instructional Equipment funds for technology – there has been no further action since the last Technology Committee meeting.

V   New Business
A. Technology conferences are great opportunities to find out what's happening outside of CLPCCD. Is there funding for staff to attend these conferences and is there enough

APPROVED

staff to backfill while others are gone? Staffing and staff development for LPC technology is funded at the college level and this conversation can be brought up with the new VP of Administration. Mr. Gunderson noted that his staff have expressed to him that they feel their skills and knowledge have not kept up with the technology that is being utilized today. Mr. Gioia drew a correlation with the development of the Technology Plan and the need for training and staffing to implement it. Mr. Gunderson also mentioned the impact that the new building 100 will have on the College Technology Department with multiple computer labs and state of the art conferencing equipment. Mr. Vigallon also identified user conferences that would be appropriate for his staff to participate in on a regular basis.

VI   Staff Reports
   A.   College
      1. Computer/ Network/ Audio/ Video – Steve Gunderson
         • The technology department worked on a number of projects the first two weeks of January preparing for the start the semester. These projects included new computer installs, mobile laptop configurations, updates and imaging in preparation for semester. Instructor and user requests for updates and images were completed in the following areas:
            o Building 2400
               - labs 2412, 2414, and 2416 **(130)** Systems
            o Building 800
               - 803 labs **(100)** systems
               - 804/805**(60)** system
            o Building 500 **(35)** systems.
            o Building 700 **(45)** systems
            o In both Building 1800 and 1850 **(80)** systems
            o Building 300 **(33)** systems
            o Building 2100 and 2000 (LRC **(120)** Laptops **(60)**) and **(15)** Admin systems **Total (195)**
            o Building 600 **(45)** systems
            o Building 1600
               - In labs 1640, 1604, 1642, 1672 **(116)** systems
            o Instructor Computers in Various Classrooms **(45)** Systems
            The total for all existing systems that were updated and imaged (884 systems).
         • In addition, there were a number of new computer installs completed in other areas of the college. These areas include the following:
            o Building 600 the ILC received 27 new computer installs.
            o Building 700 room 714 received 40 new MAC laptops as part of their MAC mobile lab.
            o Building 1800 the GIS lab received 27 new computer systems for Engineering.
            The total for all existing system imaging and new installs (978 systems).
         • The piano room in building 4000 received a new audio system that allows the instructor to listen to each student independently, or multiple students at one time. Each piano is equipped with an audio interface that is networked back to a central unit at the instructor location. Each student area is also equipped with headsets and microphone to listen and communicate with the instructor.

- A new camera was installed for DSPS in order to resolve a blind spot in the testing area in building 1600.
- New projection screen was installed in the Design Lab of the CCA.
- We have been working with the Tri-Valley Educational Collaborative to equip classrooms here at Las Positas College. These classrooms will be used for the Middle-College program. We have identified two classrooms on campus, 802 and 2206. Each will be equipped with new technologies according to the grant guidelines. These classrooms will be using CISCO Technologies and each classroom will be setup with different configurations so we can get feedback from the instructors on what works and what does not. These are both enhanced classroom configurations and will eventually provide Lecture Capture in the second phase of the grant. The Lecture capture technology has not been specified. Testing for middle college will also be taking place in the assessment area of 1600.
- We held a meeting with the project lead for the Verizon Wireless Mobility Project and we are hoping this project gets back in motion over the next few weeks. There have been some issues with design and we think those items have been cleared up.
- Ethan was able to upgrade the hardware and software for the SARS image-server. There is more to this upgrade that needs to happen and Heidi could speak more about that if there are any questions.
- LPC1 was also scheduled for replacement the first two weeks of January but this project kept getting pushed back until the week of the 26th last month. The transition did not go as expected and there were a number of configuration items Ethan and Tim looked at and resolved. However, Ethan had to roll back to the old server. After the rollback there were some hardware failures and Hosts querying our DNS eating up the processor cycles and taking it out of service. Those hosts were blocked at the firewall and District has been monitoring the activity.
- Technology is also active in the construction and design process for the following projects
  - o VCOM and Photo relocation from building 300 to 700
  - o New Academic Building
  - o Verizon Wireless Mobility Project
  NOTE: Technology works with Architects, Designers, Consultants, and our Construction Management team on submittals, RFI, design issues, and scheduling as it pertains to technology related items for all campus construction. These activities are in addition to the everyday support on campus.

2. Open Learning/ TLC – Scott Vigallon
   - The Substantive Change Proposal was approved by the board on Feb. 16. An electronic copy was submitted Feb. 24. The ACCJC will vote on it at its May 3 meeting.
   - The district's OEI task force met Feb. 19, viewed a demo of Canvas on Feb. 26, and participated in a webinar with OEI Statewide Program Director Steve Klein on March 4. Faculty will be asked to complete a survey based on a recording of the Canvas demo. LPC and Chabot system admins participated in a webinar with Canvas on March 4 to answer questions about administering Canvas.

- Although we are behind schedule, we're still hoping to get eLumen upgraded and ready by May. It takes eLumen 4-6 weeks to migrate data from the current instance to the upgraded one. Scott and John Ruys will get admin training before faculty receive training, which will hopefully begin in the Summer, but more realistically at the beginning of Fall. When the data migration begins, the current instance of eLumen will be unavailable.
- Jeff Sperry, who provided instructional technology support, resigned from the college, and his last day was March 3.

3. Telecommunications/ Copy Services – Heidi Ulrech
   No report.

4. Website – Tim Druley
   - Working on two sandboxes for Omni Update and Teminal4. The Web Advisory Group will be given access to test out these two content management solutions.
   - The Automotive Department web page has been made fully responsive. The sub News page has been made responsive and now pulling in a Facebook feeds.
   - Various other updating of web pages and correcting of issues and accessibility.

B   District ITS – Jeannine Methe
- OEI Task Force participated in a Canvas demo and asked a lot of questions and will be meeting again with follow up questions all in an effort to make a recommendation to the Chancellor in April. The OEI Task Force also met with Steve Klein from the state's CCCTechnology Center to get information on the state's contract which offers Canvas free to the colleges. Steve Klein also provided the guidelines on the free training, the Blackboard migration tool, and the timelines for the colleges to migrate to Canvas. According to the state Chancellor's Office, 59 out of 113 community colleges are migrating to Canvas, which is a much faster adoption rate than originally anticipated. At CLPCCD, there has not been any Canvas training or migration taken place nor has there been a recommendation made by the task force to the Chancellor. The plan is for a recommendation to be made in April. Training is provided by Canvas at no costs, in a multitude of formats, for users and system administrators. The @One vendor has partnered with the state chancellor's office to also provide Canvas training at no costs.

  The second component that the task force is looking at is the OEI Exchange, which still only consists of 8 community colleges who are the pilot colleges. Colleges must be using Canvas in order to join the course Exchange. The OEI Exchange option will be reviewed at a later date.
- The two final content management solutions, chosen by the Web Content Management Task Force, are OmniUpdate and Terminal Four. The Task Force will be meeting in March to review comments from the "sandbox" users who are testing the system and verifying the demos. The Task Force would like to make a recommendation to the Chancellor in March and go to the Board for approval in April.
  QUESTION: Weren't there three solutions being reviewed? Yes, the Task Force had a third vendor, LiveWhale, who also performed a custom demo, but this demo was lacking

in a number of areas and not as robust as the others. The task force decided not to proceed further with the "sandbox" for that product.

- At the last Board meeting a presentation was made regarding asking the voters for another bond issue. The presentation can be accessed through the electronic Board agenda. The polling numbers were very high and a June ballot date was chosen. Doug Horner presented a chart that showed the factors that went into determining the $950 million amount which included the 2012 Facilities Master Plan, escalation factor, program level services, technology, instructional equipment, energy efficiency, total cost of ownership, contingency funds.
  QUESTION: Who will be taking the lead on total cost of ownership? Since this is an accreditation recommendation, a strategy will be developed district-wide.
  QUESTION: What will be the cost per household? That information was provided by the Vice-Chancellor of Business Services at the Board meeting.

VII   Good of the Order – None

- QUESTION: Can the free MS Office 365 offer now be publicized to students? Students have been asking faculty and staff about it and they have not known how to respond to the questions. Originally, the concern was that there might be confusion from faculty and staff thinking that the college was going to Office 365, which isn't the case. Suggestions were made to prepare verbiage stating the terms of the free Office 365 for students and to post it on the web site. The terms of the contract clearly state that the agreement is with MicroSoft and not the college. This topic should also be brought to the TCC so there is consistence between what the colleges are doing.

VIII   Adjournment
        Adjourn at 4:23 by consensus.

IX   Next Regular Meeting
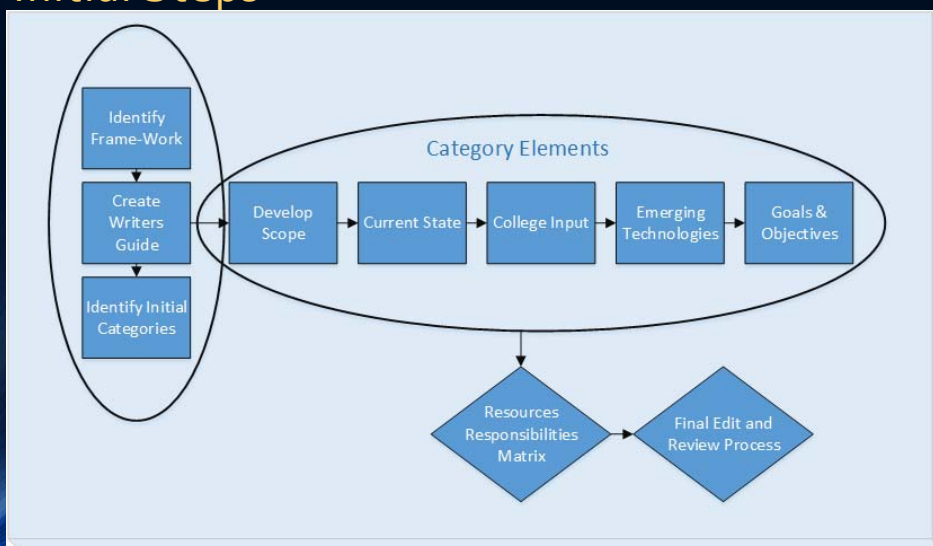   o   April 13th
        o   May 11th

Attachments:
- Sign-in Sheet
- LPC Technology Planning ppt

Prepared by: HUlrech

Technology Planning

FRAMEWORK

Initial Steps

Keeping Categories Consistent

Each category will include these six elements:

- Scope

- Current State

- Input from the College Community

- Emerging Technologies / Solutions

- Recommendations / Goals and Objectives / Future Planning

- Resources / Responsibilities Matrix

Scope

- High-level view of what the content of the section will cover and is not intended for granular detail.

- It should include all the parts and elements for the category.

- The reader should know what information to expect within the specific section.

- Although a specific piece of technology may be included in the scope, it does not mean that all details for that piece of technology need to be covered if it is a primary topic in another category.

- EXAMPLE: Equipment lifecycle may include desktop systems, servers, printers, and audiovisual equipment. This does not mean that the Equipment lifecycle section would cover the overall printer and copier area details. However, printers could be an element of the equipment lifecycle.

Current State

- The current state section of the document will provide a narrative that shows where we are today. (In order to know where we are going, we need to understand where we are today and why)

- This is the area that will identify the baseline for us to move forward.

- The input for this section should be provided by experts who understand what the current environment consists of, as well as the history behind how we arrive at the current state.

This section provides an analysis of how we use technology within the context of the specified category.

Input from the College Community

- This section of the document will be used to document information or concerns from the College community as they apply to the specific category.

- This information could come from surveys, committee meetings, town meetings, and public forums, Etc.

- The college community includes all students, staff, administrators, committees, and oversight bodies.

- This is also an area where initiatives that are already being worked on at the district or college level can be documented.

- If there is no information readily available from the College community for the specified section, the writer could use other means of gathering information.

Emerging Technologies / Solutions

- This section of the document is where writers can express emerging technologies that may be beneficial to the college or the district for the specified section.

- An example may include looking at the computer labs on campus and identifying the need to move to virtual desktop environments (VDI).

- Describe technologies that may benefit the college or may provide solutions for inefficiencies identified in the college community input section.

- It is also an area where we may identify technologies that have other dependencies that need to happen before we can move in that direction.

- This area will be highly considered as we move into the recommendations for future planning goals and objectives.

Recommendations
Goals, Objectives / Future Planning

- In this section we consider all the information that has previously been documented and come up with goals, objectives, and possible future plans.

- Although we can have long-term planning taken into consideration we should identify outcomes that can be achieved over the next five years.

- We should prioritize our goals and objectives and include any dependencies that would impact our achievements.

- The matrix will identify whether the plan has a budget, who are the responsible parties, where the item is on the planning schedule, and where it is on the priority level.

Resources / Responsibilities Matrix

- Items will be prioritized as High, Medium, and Low

- Is there budget attached or available? What are possible Funding Sources.

- Is the initiative new? Or is it ongoing and needs to be sustained

- What can actually be achieved in a 5-year period, or needs to be placed in long-term planning.

- Who are the responsible parties and dependencies

- Other Items as needed

Next Steps

- Identify and Discuss Initial Categories
- Have experts in those areas start drafting scope sections
- Review Scope sections with committee

Completed Items include Framework and Writers Guide.

Sample Category Topics - Discussion

- Instructional Systems - Learning Environments (AV)
- Equipment Life-Cycle, Replacement & Maintenance
- Website; Access, Management & Development
- Distance Education / Instructional Technology
- Network Infrastructure / WiFi
- Telecommunications
- Printing / Copy Solutions
- Campus Cellular Coverage

- Library & Learning Resources
- Accessible / Assistive Technology
- Security Management and Infrastructure
- Technical Support Services / Help Desk

Questions

Back to ensuring consistencies
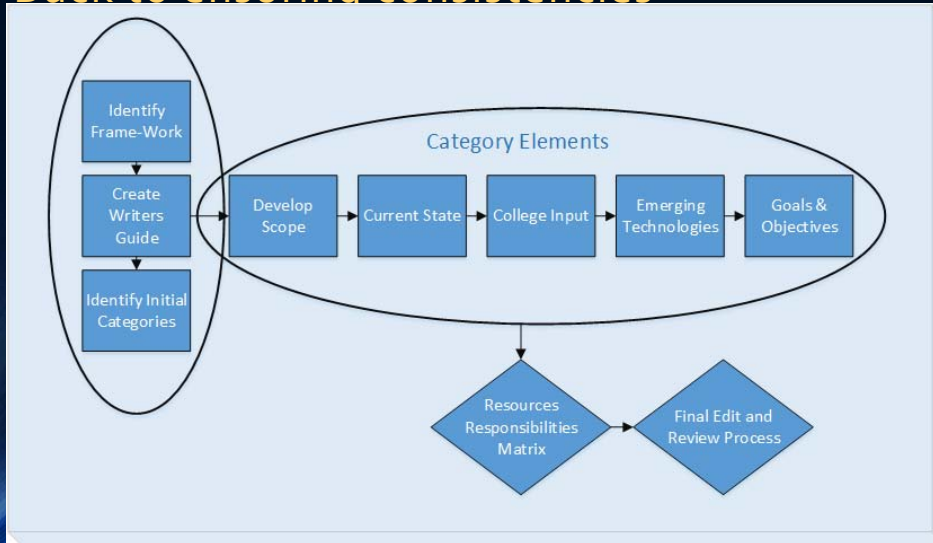
Notes

- Remote Access for Faculty & Administrators
- Document Routing and Management / Forms / Signatures
- Student Scheduling, Tracking, Communication and Reporting
- Technology Solution for Resource Management
- Building Automation Systems (BAS)
- Student Communication - Reporting – Scheduling
- Training
- Backup Procedures & Disaster Recovery

Sign March 9, 16

Heidi Albrecht   ✓
Amy Rel   ✓
SHERMAN LINDSAY   ✓
Tim Dumbar
Scott
Kent Agustin
Tom Goca
Greg John   ✓
Kali Rippel   ✓
Jeanine Methe