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):
Diane Brady
Greg Johns
Amy Rel
Deanna Horvath
Sherman Lindsey
Kali Rippel

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

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

Meeting Guests:
Deborah Bauer

Meeting Minutes

I   Called to Order at 2:36.
- The committee members introduced themselves to the new Vice-president of Administration, Diane Brady.

- Quorum was met with 6 members present.

II   The agenda was reviewed
MOTION: To approve agenda as written by Mr. Johns, approved Unanimous.

III   Review and approval of Minutes
MOTION: To approve minutes from February 2016, March 2016 and April 2016 as written by Mr. Johns and seconded by Mr. Lindsey, approved Unanimous.

IV   Old Business

A.   LPC Technology Plan – Mr. Gunderson briefly noted the previous presentation of the outline for a new technology plan. Examples were shown of the Scope and Current State sections that have been drafted for the areas of Telecommunications and Copy Services. The writings should be in a language that is understandable for anyone in the college community. The intent is to have the Scope and Current State sections completed for each identified area and then move to the next sections of College Input and Emerging Technologies in the fall. Mr. Gioia suggested making a presentation of the technology planning process at the September Town Meeting. Mr. Gunderson will work with Mr. Druley to get examples posted for the writers to look at.

B.   Instructional Equipment funds for technology – Mr. Gunderson hopes to meet with Ms. Brady to continue the conversation that he had with Mr. Wright. The decision regarding Measure A and the state budget for instructional equipment are still pending and could significantly change the conversation. Ms. Brady reported that the Governor's May revise should be out on Friday, but due to the tax returns being lower than anticipated it is expected that the revised budget may be lower than the January proposal.

APPROVED

C. Meeting Day, Time and Location for Next Year - Mr. Gioia asked the membership if there was any objection to moving the committee meetings back to the 4th Monday of the month? Ms. Methe said that she may have a conflict with a District committee. It was asked if the meeting could be moved to earlier? After discussion it was determined to schedule next year's Technology Committee meetings for the 4th Monday from 1 pm to 3 pm. This date and time can be reviewed in the fall.

V   New Business
A. Computer/Network Password Policy (information only) - Mr. Gunderson explained how the LPC Active Directory was never set up to force password policies or expirations for computer/ network and now e-mail login. Industry standards call for there to be both expirations and character limitations for passwords, to include:
   1. Minimum of Eight characters.
   2. The password must also contain a <u>minimum of three of the four</u> types of special characters:
      a. lowercase letters;
      b. uppercase letters;
      c. numbers;
      d. !, @, #, $, %, ^, &, | : ; " ' < > , . ? /
   3. Your password will be required to change every 180 days, and can be changed at your desktop computer or through outlook web.
   4. You cannot use the same password for at least three changes.

The date for these requirements to go into effect has not been determined yet. An e-mail will be sent out beforehand. Users will be prompted to change their password and it will do so from both the desktop and the Outlook Web App. District and Chabot have already put policies in place.

VI   Staff Reports
 A. College
   1. Computer/ Network/ Audio/ Video – Steve Gunderson
      • The technology staff will be primarily working on Measure B projects over the summer with the renovation of building 700 and 2100 and the demolition of buildings 100, 200 and 300.

   2. Open Learning/ TLC – Scott Vigallon
      • Web accessibility - On the April 15 DE Coordinators webinar, Gaeir Dietrich, the director of the High Tech Center Training Unit, presented on accessibility issues. A few points she made:
         a. If online content is not accessible to students with disabilities, a question that needs to be asked is: Can those students be accommodated? If they cannot be accommodated, instructors cannot require its usage.
         b. Pearson's MyLabs are not fully accessible and had a lawsuit filed against the company. Pearson is working on making its products accessible.
         c. Colleges need to have a Section 508 purchasing strategy because everything we purchase has to be accessible. California law says that colleges can hold the vendor responsible, but accessibility has to be written into the contract.

- Scott sent an email reminder April 21 to LPC about TLC workshops on making Word and PowerPoint files accessible to students with disabilities. The email also contained links to tutorials on the above processes. The April 25 workshop on Word drew 4 participants. The PowerPoint workshop is May 4 from 1:30-2:30. Nobody has registered for it.

- Scott was planning to show the new Professional Learning Network site (http://prolearningnetwork.cccco.edu) but did not do so because the president sent the link to everyone the day before.

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

4. Website – Tim Druley
   - The new catalog is now on the web. Omni Update does have a catalog module but it is quite expensive and was not included in the purchase.
   QUESTION: Has the catalog on ClassWeb been updated, there are some deactivated courses still listed? No. Send an e-mail to Jeannine Methe and she will have the ITS staff look into it.

B District ITS – Jeannine Methe
   - The contract for the new web content management software Omni Update was just approved and signed. Since this is a cloud solution there will be set-up taking place over the summer. In addition, a web designer was also being considered to assist the Webmasters and Public Relations, Marketing and Government Relations Office with new branding.
   QUESTION: Will there be input taken for the look of the new web site? It is expected that the designer will put forward three design proposals, and feedback will be requested on those. Students' feedback here will be very important.

   - CollegeNow - 25 Live, (event scheduling software) Contract has been signed and purchasing is in progress. Will be working with College Administrative Services Offices when everything is in place.

   - OEI Task Force has completed their recommendation; it has been reviewed by constituent groups and forwarded to the Chancellor. A copy of the study and recommendation is posted on the District ITS web page with a link on the Distance Ed page. The recommendation for LPC is different than the recommendation for Chabot. (1:32)

VII   Good of the Order – None

VIII   Adjournment
         Adjourn at 4:21 by consensus.

IX   Next Regular Meeting
            o   TBD

Attachments:

- Sign-in Sheet

Prepared by: HUlrech

Sign In

Technology

✓ _H. Albrecht_

✓ _Greg Johns_

Stephen Gunderson

Jeannine Mette

Jim Rice

✓ _Diane Bradley_

✓ _Angel (Angel)_

✓ _Dianne Horvatt_

✓ _SHERMAN LINDSEY_

✓ _Kali Rippel_

Scott Vigallon

Deborah Bauer