



# Technology Committee

## MINUTES

May 1, 2017 / 1:00 / 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.
- ❖ 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):

Amy Rel  
Moh Daoud  
Kali Rippel  
Sherman Lindsey  
Paul Sapsford

#### Members Present (non-voting):

Scott Vigallon  
Heidi Ulrech  
Steve Gunderson  
Jim Gioia  
Tim Druley  
Jeannie Methe

#### Members Absent:

Faculty, Student Services  
Keith Level  
Diane Brady  
Ian Brekke  
Carol Edson  
Mike Sugi  
Don Carlson  
Greg Johns  
Student (2)

#### Meeting Guests:

### Meeting Minutes

- I Called to Order at 1:15 pm.
  - Quorum was not met.
- II The agenda was not approved.
- III The minutes were not approved.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - Joint with District ITS report.
    2. Open Learning/ TLC – Scott Vigallon
      - The hiring committee for the Instructional Technology Specialist part-time position is scheduled to conduct interviews May 5 and 10.
      - During the Summer, 2 or 3 Intro to Canvas workshops will be offered in the TLC, and the rest of the training will be done by appointment.
      - The committee will submit Fall Flex Day proposals for the following sessions: 1) Canvas drop-in with the Canvas trainer, 2) Canvas Introduction with the Canvas trainer, 3) Canvas Advanced with the Canvas trainer, 4) Making your Canvas course site ADA-compliant, and 5) Using the OEI Course Design Rubric to meet accreditation standards.
      - The first NetTutor survey was shared with the committee. Results were positive. A second survey will be issued this week.
      - The Academic Senate will form a task force to explore the possibility of joining the OEI Course Exchange and make a recommendation by the end of the next academic year.
      - At the coordinators' monthly meeting April 21, it was stated that the issue will be taken up by the

state's Distance Education Technical Advisory Committee, but it is actually a bigger issue than just DE because other areas of campuses are affected. The state chancellor's office legal counsel will address the coordinators at a future meeting, perhaps in May.

QUESTION: How is this a FERPA issue? The student data that has been uploaded or entered in the vendor's site may or may not be compliant. This isn't just a Canvas issue but also one with many third party vendors.

- Scott attended the @ONE/OEI training April 14 on web accessibility. Everything faculty need to know about making courses ADA-compliant is in a self-paced course that is now on our Canvas site. The DE committee requested that all LPC employees be put into the course.

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

I have been given the go-ahead to begin the process of replacing our current college telecommunications system.

- A little history: Our current system was installed in the mid 1990s with a major upgrade in 1999. It is still functioning fine and is still being maintained by the vendor with no “end of life” designation. However, it is “legacy” equipment which means that the vendor is no longer doing upgrades or expansion on it. With the new classroom building set to go on-line in Fall of 2018, the current system will not support it.
- Over the summer I began pulling information from the various equipment pieces that make up our telecommunications system and this past month Wendy Pinos, our technology infrastructure consultant, and I began preparing a bid document. We have had numerous meetings with Steve Gunderson and Jeannine Methe and the approach that we have agreed to is to replace our existing system with a “hybrid” system that is capable of:
  1. maintaining our many analog devices (ie: faxes, emergency phones, equipment and security monitoring modems, conferencing systems, etc.);
  2. will provide digital/ TDM (time division multiplexing) desktop phones with no less than the current functionality of our existing phones;
  3. VoIP (voice over internet protocol) compatible so feature is ready when we decide to utilize in the future. All phones will have displays, all office phones will have 2-way speaker functionality.
- And “unified messaging” so that voice messages can be accessed via e-mail will be a requirement.
- Even though the opening of the new classroom building isn't until Fall of 2018 we need to have this new system installed, completely operational and stabilized well in advance of the building's opening and before the Technology Department begins preparation of the building.
- Depending on how smoothly the bid process goes over the summer we could install as early at Thanksgiving or as late as Spring Break. We will be reporting out to the

Technology Committee as things progress as well as asking for feedback on the best way to approach end user training. It is going to be a very busy, busy Fall 2017.

#### 4. Website – Tim Druley

- Have been working with Steve and his staff to get things over to the new 2012 server.
- Recoded the staff directory as preliminary to migrating to the new management system.
- Rebuilding the Absence web page so it functions better with the new server and ultimately department staff will have their own logins for posting absences/ cancelled classes.

Steve Gunderson commented that working with Scott and Tim along with the staff at Omni, has been very cooperative and accomplished a lot.

#### B District ITS – Jeannine Methe

- The draft Technology Plan for Measure A (posted on the District Technology web site) was reviewed. A proposed Measure A budget was developed and presented to the Board. This isn't the Technology Plan but it does identify pieces that will need to be incorporated into the Technology Plan. Phase one of Measure A planning is the first 5 years and includes:
  - All equipment for new buildings
  - Computer and network server refresh
  - Audio/ visual refresh
  - Redesign of campus Wifi
  - Distributed antennas to improve cellular coverage

Mr. Gunderson added that for most of these refresh projects, user groups will be organized to determine requirements (not equipment).

For the new computers and servers the college will be moving to Windows 10 and MS Office 2016 due to hardware specifications that are not backwards compatible.

- In the District TCC committee volunteers were asked if they wanted to assist with pulling topics from the Measure A plan to be addressed further in the Technology Plan.
- Staff from the Technology Committee or other areas on campus are being asked to assist with collecting other technology related initiatives that may be documented in other forms such as Program Review or Education Master Plan, etc.
- To assist technology with service management for an online Help Desk and change management system, a product "ServiceNow" has been acquired. This product will also track inventory to satisfy the total cost of ownership recommendation from the last Accreditation.
- The new Banner XE, now called Banner 9, is being worked on and ITS is asking the vendor if a sandbox can be set up for the users to assist with Banner 9 demos to determine what the new system features are and what CLPCCD customizations are still needed. The Ellucian vendor

mandates that Banner 9 needs to be installed by December 2018, since our current Banner 8 will no longer be supported after that date. The local installation of Banner 9 and user training will occur through Summer 2018 with live implementation expected to be early Fall 2018.

- The new Banner module, Recruit, is underway and working with outreach and admissions staff on configuration and training.

## V Old Business

- A. There was a long conversation about how to move forward on the LPC Technology Master Plan as was discussed during Ms. Methe's report. The revised date for a completed plan is June of 2018.
- B. Web Accessibility Task Force – no report
- C. All the pieces are in place for the WiFi splashpage with an “accept” button for students to connect to the Internet, but since this has become a project for both campuses, it was decided to wait to implement until after graduation and be effective with the new term and year. Ms. Methe will send out an e-mail in advance of going live.
- D. Instructional Content on LPC1- no report
- E. No further conversation was had regarding Follett Discover.

## VI New Business - none

## VII Good of the Order

## VIII Adjournment at 2:40 pm.

## IX Next Regular Meeting

- TBD

### Documents:

- Sign-in Sheet

Prepared by: HUIrech