



Technology Committee MINUTES

May 7, 2018 / 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.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Attendees

Members Present (voting):

Moh Daoud
Segal Boaz
Don Carlson
Greg Johns
Deanna Horvath

Members Present (non-voting):

Scott Vigallon
Heidi Ulrech
Jim Gioia
Tim Druley
Steve Gunderson
Jeannine Methé

Members Absent:

Faculty, Student Services
Faculty, BHAWK
Paul Sapsford
Mike Sugi
Sherman Lindsey
Kali Rippel
Amy Rel
Diane Brady
Classified (1)
Student (1)

Meeting Guests:

Meeting Minutes

- I Called to Order at 1:10 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
 - No report.
 2. Open Learning/ TLC – Scott Vigallon
 - Blackboard offers an archive license, which, according to a Blackboard rep, is a static instance of Bb whereby Bb takes an impression of the last day of the production environment and then hosts it for one year. Whatever was in Bb can be accessed. He said that “several” community colleges have bought such a license, which costs about \$25,000. There was discussion regarding regulations on minimum length an institution is required to maintain course data and a student’s ability to challenge grades.
 - Scott and Wanda Butterly met April 24 with a representative from Blackboard to discuss the Ally software that, among other things, makes Word documents and PowerPoint presentations accessible within Canvas. He said the cost is \$2 per FTES for an annual license, and his company is talking again with the OEI about a negotiated rate.
 - On April 25, the OEI announced that LPC was one of 33 colleges selected to join the 2018 Online Equity Cohort. We will officially join the OEI in July. According to the OEI, the first steps are to begin planning for our OEI team and to invite faculty to participate in the Course Design Academy.
 - The District Technology Coordinating Committee wants us to present the FERPA/merging courses issue to the Senate. As stated last month, District ITS says it has found a way to disallow students in merged sections from seeing each other, while

allowing students in officially cross-listed courses to see each other. The TCC also wants to address the Senate about creating Canvas shells for every course. Because it wanted to get a better picture of possible consequences to courses, the committee decided to take these issues to their divisions for feedback before taking them to the Senate.

- Katie Coleman was selected as the Online Student of the Year Scholarship winner. According to her application, she worked for several years before returning to college and is still employed at least 10 hours a week. She is the first in her family to attend college and plans to transfer to Sacramento State where she aims to obtain a BA in Business. Her ultimate goal is to open her own “unplugged” café and spa. Katie is a working mom who has taken 16 online courses since 2014. She has an overall GPA of 3.78. She said, “I can truly say that I would not be graduating this summer with an Associate in Business Entrepreneurship if it weren’t for the opportunity to take online courses.” She will be honored at the Annual Student Scholarship Ceremony on May 18.

3. Telecommunications/ Copy Services – Heidi Ulrech

- Copy Services

Will be meeting this afternoon with our vendor to review the equipment selections to replace/ refresh all the convenience copiers on campus but the actual replacement isn’t expected to happen until after Fall Semester begins.

Along with the new equipment will be new print queue software called PaperCut, the department plans to get the server installed and begin “Proof of Concept” on the software later this week.

In addition, in the Copy Center the black production machine is also at its end of life expediency and will be reviewing quotes for that.

- Telecommunications

The bid for the new telecommunications system went to Board last month, the vendor is Advantel, out of San Jose, and will be installing a solution of equipment and software by Avaya. Both Chabot and District have Avaya telecom equipment installed and the long range plan is to have better integration between the three sites. The kick-off meeting for this project is also this week so there will be more information and timelines available after that. Please convey to others that this project will be happening over the summer and when faculty and staff return in August there will be new phones, and voice messaging systems, etc. Training and materials will also be included in the project.

4. Website – Tim Druley

- The college home page is now in the Omin Update template, however there is still a little tweaking for accessibility that can be done. QUESTION: How are you handling feedback? Tim replied that he has received a lot of feedback, some of it constructive and some not; but it has been either directly or through the Webmaster link on the site or the President’s Office. Most of the concerns are due to links being accessible differently than before. The goal is for most of the information to be quickly accessed via the search field.

QUESTION: Has there been outreach to students to get their feedback as to what they feel works for their needs? The District Director of Public Information, Guisselle Nunez, has worked with students but most of their comments were regarding ClassWeb. Nan Ho approached Tim to create landing pages for new or continuing students and registration.

B District ITS – Jeannine Methe

- A lot of work has been put into the upgrade of the WiFi system across the District.
 - New cabling in B1800/ B1850
 - Currently working in B2500, B4000, B2300 and B3000/ B3100
 - Remaining work to be done in B800This new infrastructure and equipment will allow for expansion.
- The next project will be DAS (Distributed Antenna System) which is need to improve the cell phone coverage inside the buildings.
- ServiceNow has been getting good feedback so that is going well.
- Issued a notice about Confer Zoom (the state version, not Zoom US) for doing conferences, there is more information on the District web page about how to access it. It is free with your district/ college e-mail address.
- Beginning Banner 9 training for those people who log into the Banner client; the upgrade is scheduled for October. The upgrade will not affect ClassWeb.
- The Technology Coordinating Committee is reviewing the baseline documents for the Technology Master Plan. This is compiling information from all the master plans, strategic plans, program reviews and etc. into a matrix and now into a baseline document for review and feedback by the colleges and others.

V Old Business

- A. LPC Technology Master Planning – See Jeannine Methe’s report.
- B. WiFi Portal Disclaimer – On hold for completion of the WiFi upgrade
- C. Follett Discover – no discussion
- D. Digital Signage Follow up – no discussion
- E.

VI New Business – None.

- VII Good of the Order
- Thank you to Jim Gioia for being the Chair and good luck in retirement.

VIII Adjournment at 2:07 pm.

- IX Next Regular Meeting
- October 1, 2018

Documents:

- Sign-in Sheet

Prepared by: HUIrech