



Technology Committee

MINUTES

November 6, 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.
- ❖ 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
Kali Rippel
Segal Boaz
Greg Johns
Amy Rel
Sherman Lindsey

Members Present (non-voting):

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

Members Absent:

Faculty, Student Services
Faculty, BHAWK
Paul Sapsford
Deanna Horvath
Mike Sugi
Diane Brady
Don Carlson
Classified (1)
Student (2)

Meeting Guests:

Amanda Pisani

Meeting Minutes

- I Called to Order at 1:06pm. Quorum was met later in the meeting.
- II The agenda was reviewed and approved later in the meeting.
- III The October minutes were distributed and approved later in the meeting.
- IV Staff Reports
 - A. College
 1. Computer/ Network/ Audio/ Video – Steve Gunderson
 - With assistance from Amanda Pisani of ITS, Steve Gunderson and Jeannie Methe gave a preview of the new technology ticketing system, Service Now. This project was a result of the Education Master Planning process where user support/ help desk improvements were identified. VOLUNTEERS for the pilot group: Greg Johns, Segal Boaz, Tim Druley, Kali suggested Angela Amaya and Diana Navarro-Kleinschmidt, Jim suggested Karen Zeigler. After the pilot testing is complete the hope is to put a video together on how to use Service now. It was also suggested that there be a short training at the February Town Meeting.
 2. Open Learning/ TLC – Scott Vigallon
 - TLC workshops for the second half of the fall semester were announced Oct. 26 and have begun.
 - All DE instructors were asked to voluntarily have their Canvas courses reviewed for web accessibility. So far, three instructors have volunteered. Wanda Butterly will review the courses, then train the instructors on how to fix any issues. The instructors can also learn how to fix the issues by accessing the Web Accessibility Course in Canvas.
 - The new 3C Media app was installed in Canvas on Nov. 3. It allows for hosting and free, accurate captioning of instructor-created videos.

- Canvas added an accessibility checker within its Rich Content Editor. It will check common accessibility errors within the editor so your content will be ADA-compliant. It also provides explanations of errors and allows you to fix those errors. It will NOT check Word or PowerPoint files, nor will it check that videos are captioned.
 - Canvas has added a new LPC faculty support phone number in the Help menu. The current number will remain, but it will just be for students.
 - A resolution to recommend that faculty teaching online courses strive to meet the quality standards of the OEI Course Design Rubric is making its way through the Academic Senate.
 - The annual student DE satisfaction survey was launched Nov. 1. The committee decided to launch the faculty DE satisfaction survey Dec. 4.
 - The DE Committee voted unanimously to adopt the following statements, then send them on to the divisions for further discussion: 1) Beginning Summer 2018, all online and hybrid courses must use Canvas, which can also be used as a gateway to other technologies. 2) Beginning Summer 2018, all face-to-face courses that use a course management system as an online supplement to instruction must use Canvas, which can also be used as a gateway to other technologies.
 - The issue of merging sections and FERPA was brought to the district TCC meeting Oct. 13 and discussed. CTO Jeannine Methe said she would put together a meeting with the LPC and Chabot VPs of Student Services to find a resolution.
3. Telecommunications/ Copy Services – Heidi Ulrech
- No report.
4. Website – Tim Druley
- On October 31st there was a Web Advisory Group meeting.
 - Was contacted by the District Public Information Office regarding a web privacy statement. A statement was found on the state Chancellor’s Office website which was forwarded to District for consideration. A statement was posted on the District web site and the college is now linking to that page.
 - The District Public Information Office has begun using Upsnap to track and reach out to potential students.
 - There was conversation regarding maintaining the faculty and staff web directory.
 - It was mentioned that a request was made for some web pages to open in a new tab each time a link is clicked on. For web accessibility reasons this practice is being discouraged.

- The upgrade to Banner 8 went well with many of the ITS staff working all weekend. Now the focus will be the Banner 9 sandbox for users with the conversion to Banner 9 to begin in the early spring.
- The WiFi upgrade project is in progress between now and the beginning of Spring Semester with 350 new wireless access points (WAPs).
- Bid documents are currently being prepared for the distributed antenna system (DAS) project which is what will bring cell phone services inside the campus buildings. We'll have more information after the bids are reviewed.
- Spoke with the Chabot students regarding the WiFi disclaimer. They agreed to wait until after the WiFi upgrade project was complete and then revisit the need. Will be meeting the LPC students in the future.
- There continues to be conversation and testing regarding the Follett Discover project.

V Old Business

- A. LPC Technology Master Planning – No report.
- B. WiFi Portal Disclaimer – See Jeannine Methe's report.
- C. Follett Discover – See Jeannine Methe's report.
- D. There was continued discussion about how the committee can improve how technology related information is distributed to the college community, "what does this mean to the user." It was suggested that the committee try developing "Talking Points" during the meeting, of important information that may be useful to the college community. How they are disseminated will be determined later.

VI New Business

- A. Service Now Demo – See Steve Gunderson's report.

VII Good of the Order

VIII Adjournment at 2:37 pm.

IX Next Regular Meeting

- December 4th
- January – No meeting
- February 5th
- March 5th
- April 2nd
- May 7th

Documents:

- Sign-in Sheet

Prepared by: HUlrech