



### 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):

Segal Boaz  
Greg Johns  
Dan Marschak  
Victor Sandoval  
Sherman Lindsey  
Diane Brady  
Amy Rel  
Jaiden Aengus

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

Kali Rippel  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Steve Gunderson

#### Members Absent:

Mike Schwarz  
Faculty, BHAWK  
Faculty, SLPC  
Faculty, CLPFA  
Mike Sugi  
Bruce Griffin  
Don Carlson  
Classified (1)

#### Meeting Guests:

# Technology Committee MINUTES

December 3, 2018 | 1:00 | Room 1687

## Meeting Minutes

- I Called to Order at 1:02 pm. Quorum was met. There were new membership attending the meeting and introductions were made.
- II The agenda was reviewed; MOTION: to approve by Diane Brady and second by Greg Johns, Unanimous.
- III Minutes for October and November were reviewed; MOTION: to approve by Segal Boaz and second by Dan Marschak, approved with 2 abstentions.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - **SARS Anywhere Upgrade** - Heidi can speak more to this upgrade but the production server went live last Friday. Heidi held a number of training sessions with SARS and I believe there is one more scheduled for Tuesday, December 11th from 2:00 to 4:30.
      - **RICOH Convenience Copier Replacement** –
        - We have a tentative schedule for the production server to be configured this Thursday. Testing will then begin for functionality
        - Deployments will not take place until after the break. Heidi can speak more to this project.
      - **Distributed Antenna System Project (DAS) – Wendy Pinos has been managing this deployment**
        - On November 12<sup>th</sup> DAS equipment started to be installed in IDF's on Campus
        - Currently 70% of the DAS equipment has been deployed across campus
        - We are waiting for some power upgrades in order to install UPS's
        - And we are also waiting on carrier coordination
      - **Unitrends** – Backup Appliance was installed last month. All College servers have been configured onto the new system. We are currently looking into off-site replication for all backups.

- **Life-Cycle Computer Replacement**
    - Approximately 200 New systems have been deployed. We have over 600 on the schedule so it is a small dent in the first round. We are scheduled to continue through spring and summer for these deployments.
    - We were not sure about some of our purchases because of tariffs but it appears that we have a 90-day grace period for right now so it should not affect our next order going to board.
    - However, there is a shortage of Intel processors across the industry so we this may cause us delays on deployment. We are working with our vendors on this issue.
  
  - LPC Technology has started the process to upgrade all audio visual systems for the 2420 Lecture Hall. A user group has been identified and the kick off meeting has taken place. We have provided drawings and specifications to our design team we will update the group as we get more information. QUESTION: What are we doing in 2420? All of the screens are going away, all the equipment is being replaced with new technology. The existing structure creates limitations so three options are being developed and will be brought back to the user group and most likely the Executive Staff.
  
  - LPC Technology has also started the process of upgrading room714 which is currently a 45 seat computer lab. The plan is to convert this space into a Visual Communication MAC lab as well as a work area for the students. We have had to put this on hold and will pick it back up in January.
  
  - Future Projects in progress or planning include the following:
    - SARS Anywhere Upgrade - Completed
    - RICOH Convenience Copier Replacement
    - Distributed Antenna System Project (DAS) – Kick Off Meeting has taken place
      - Project Manager –Wendy Pinos
    - Unitrends – Backup - Completed
    - Life-Cycle Computer Replacement
    - Life-Cycle Printer Replacement
2. Instructional Technology/ TLC – Scott Vigallon
- The updated DE Committee charge, along with the updated membership of two faculty per division, was brought to the Academic Senate, which will ask divisions to discuss them. The updated charge is now: "To explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards, in addition to legal and accreditation requirements."
  
  - The DE committee approved a new course review process for instructors new to teaching online courses. It is also close to finalizing a new course review checklist. Both will eventually be brought to the Academic Senate. QUESTION: If wanting to teach an online

course, what kind of training and how long would it take? Training is available through The Learning Center on best practices, accessibility and meeting accreditation standards. Training is about 8 – 10 weeks, 2 hours a week.

- On Nov. 14, the Academic Senate voted to approve the DE Committee's statements about Canvas usage. Those statements were placed in the [DE Handbook](#), which was also approved by the Senate. The handbook has been linked to the Online Learning site.
  - Scott will present a list of pros and cons for automatically creating Canvas shells for every course at the next District Technology Coordinating Committee. Scott has worked with District ITS to test the ramifications of automatic creation. It will be discussed at the TCC, and it should eventually make its way to division meetings so faculty can discuss it.
  - ConferZoom is getting updated in Canvas on Jan. 7. Info was sent to Canvas instructors Nov. 29.
  - The new NameCoach software will be installed in Canvas between the fall and spring semesters. It is a pronunciation and gender ID tool, and student info will only be available to instructors.
  - Because of upcoming final exams and the cheating issue last year, Proctorio was implemented on the Canvas production site. Online training was provided to 13 faculty and staff Nov. 27. At least two instructors have already used Proctorio, and its usage prompted an email from a student questioning our right to use the software. The email was forwarded to VP William Garcia, who handles such issues as student privacy. The DE Committee generally agreed with the student and made recommendations on using Proctorio for the remainder of this semester. Canvas instructors will be notified shortly.
  - NoteBowl, a tool that replaces the Canvas Discussion Board and Announcements with more of a Facebook-like interface, will be installed during finals week so instructors can test it out over the break. NoteBowl does not include all of the features of the Discussion Board. A list of pros and cons of using NoteBowl will be created.
  - The LPC Tech Department was asked to install UDOIT onto a server so it can be used within Canvas. UDOIT checks the web accessibility of all pages in a Canvas course and gives a report on what should be fixed.
  - The committee finished reviewing the rest of the new DE Goals and Objectives. It will begin working on meeting goals and objectives during the spring.
3. Telecommunications/ Copy Services – Heidi Ulrech
- Telecommunications – still working on various tasks relating to the new telecommunications system.

- The SARS Anywhere conversion (from SARS Grid) was completed on Friday. So far there haven't been any issues reported by the users since the conversion. There is one SARS Anywhere training next week Tuesday in room 1641 from 2:00 – 4:30.
- Copier upgrade project – The prep and configuration of the new software for the new copiers has taken longer than expected. This Thursday we are scheduled to install and configure PaperCut on the server and then will be testing on 2 devices. Due to the timing at the end of the semester, the decision was made to hold off on the full roll-out of all the machines until early January.

#### 4. Website – Tim Druley

- Will be using social media to send out notices of classes in need of students, faculty who have classes with low enrollment are encouraged to contact Tim. Victor Sandoval gave a demonstration of using SnapChat to announce events. QUESTION: Do you have any stats on activity the LPC news page? Not really because there isn't a real landing page for this, it's being pulled from other sources.

#### B District ITS – Bruce Griffin

- No report.

#### V Old Business

- A. LPC Technology Master Planning – Steve Gunderson and Bruce Griffin did meet and review past work on this. Working on a document to be presented to the TCC (Technology Coordinating Committee) and after that will be brought to the college technology committees.
- B. Follett Discover – No report.
- C. Digital Signage – This project has been on hold while other projects are underway. As those projects are completed, this project and other pending projects can proceed. The student representatives were asked for feedback on digital signage on campus: student club use and important dates for finals and such were noted. Steve Gunderson also noted that the video wall in building 1000 is not complete yet.

#### VI New Business – None

#### VII Good of the Order

- Suggestion was made for future topics of discussion regarding ClassWeb and its usability.
- Segal Boaz is unavailable to continue on the committee next semester, does not know who or if there will be a replacement to represent the division.

#### VIII Talking Points

IX Adjournment at 2:07 pm.

- X Next Regular Meeting
- January – No meeting
  - February 4th
  - March 4th
  - April 1st
  - May 6 th

Documents:

- Sign-in Sheet

Prepared by: HUIrech