



# Technology Committee MINUTES

May 6, 2019 | 1:30 | 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):

Greg Johns  
Victor Sandoval  
Amy Rel  
Mike Sugi  
Julia Gomez

### Members Present (non-voting):

Kali Rippel  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Steve Gunderson  
Bruce Griffin

### Members Absent:

Mike Schwarz  
Dan Marschak  
Diane Brady  
Faculty, BHAWK  
Faculty, STEM  
Faculty, SLPC  
Faculty, CLPFA  
Sherman Lindsey  
Classified (1)

### Meeting Guests:

## Meeting Minutes

- I Called to Order at 1:33 pm. Quorum was not met.
- II The agenda was not approved.
- III Minutes for April were not reviewed or approved.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - No report.
    2. Instructional Technology/ TLC – Scott Vigallon
      - The District Technology Coordinating Committee wants to have a district-wide DE committee created. CTO Bruce Griffin has brought this up to the District Senior Leadership Team and was told that if it happens, it would be the responsibility of the new vice chancellor of academics.
      - After much time and testing, Canvas courses were automatically created for Fall 2019. Therefore, summer classes will be the final term in which faculty will have to request their courses in Class Web. Please remind faculty that they don't have to request course in Class Web for Fall. Faculty were all sent a link on how to merge classes in Canvas.
      - Canvas has pushed back the date it will switch to the New Gradebook to Jan. 4, 2020. Faculty have been notified The switch will take place between fall and spring.
      - Because of low usage, the CVC-OEI said April 18 that Notebowl will go away June 30. Since that is in the middle of the summer session, Notebowl will be removed June 10. Faculty will be informed about this.
      - Testing has been completed on speeding up the data loads into Canvas. Prior semesters were deactivated in Banner for the Canvas test site, which shown no negative consequences to past courses and students. The speed of the data loads

were increased. Deactivation of prior semesters will begin in the near future.

- LPC has submitted its application for a CVC-OEI Improving Online CTE Pathways grant. We should find out if the grant is awarded sometime in May.
- An accessibility person from Santa Rosa JC presented and demonstrated UDOIT to the District TCC on April 12. All of SRJC's new courses go through an accessibility review on a 6-year cycle. SRJC fixes all Word docs, PDFs and PowerPoint files for its faculty. The college has a staff working on accessibility: a full-timer who works on the instructional side, a full-timer working on the technical side and two students who go into live courses to make fixes. Those students have to sign a letter saying that they will only do fixes, and they have to go through FERPA training.
- The Academic Senate would like to create a proposal for the district to purchase Turnitin to use in Canvas. The DE Committee passed a motion that Turnitin, along with its companion product Authorship Investigate, be purchased. Scott emailed Turnitin, asking for pricing, but has not heard back.
- The FA's application to accompany the OEI MOU has been released and was discussed by the committee. It is available on the FA's web site and is linked from the LPC Online Learning site. The application is to be completed by faculty and turned into their dean before they get started updating their courses. One change made to the process is that faculty will be paid upon aligning their courses instead of when their aligned course is first taught.

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

- No report.

### 4. Website – Tim Druley

- The New web site for the District went live last week.
- Vice-president Garcia has requested an Academic Integrity web page to be created.
- Expect to work on updating templates over the summer.

### B District ITS – Bruce Griffin

- Firewall upgrade is expected to begin over the summer. The previous CTO (Chief Technology Officer) used Bond funds to purchase new firewalls, which lie between the network and the internet. The new firewall will take about 9 months to rollout and will give technology staff more ability to do packet inspection on content that is trying to come in. This will be a district-wide effort between District ITS and the colleges.

- Beginning to look at the possibility of moving to MicroSoft 365. This would be similar to Google apps as far as capability for collaboration and using OneNote but would integrate better with the current software.
- It is expected that at the June Board Meeting a 5 year agreement with Elucian will be approved to renew our ERP software which is: Banner, ClassWeb, DegreeWorks and such. The 5 year decision is due to a discussion at the state to possibly implement a system wide ERP system, similar to the Canvas model. This would be a significant move and a great deal more discussion and information is needed especially from the stand point of the ability to tailor the application. QUESTION: What's an example of a typical modification that would be done to our current ERP system? The faculty auto-pay system or any negotiated labor contract change that impacts the way employees are payed for their work. This process needs to be flexible to accommodate whatever is agreed to and not dictate as to what can't be done. With a 5 year agreement the District is locked into a consistent cost, where a year to year contract could escalate unexpectedly.
- Both college's will be rolling out a product called Campus Logic which is a result of discussions at PBC (Planning and Budget Committee) and FFC (Funding Formula Committee) to assist with increasing our metrics as they relate to the SCFF (Student Centered Funding Formula). The software tool assists students with the FASFA process.
- DAS (distributed antenna system), the wireless access points have been installed and are currently waiting for the carriers to install their equipment before the access will be available. This project is to bring cell phone coverage into the buildings from the 4 main carriers: AT&T, Verizon, Sprint and T-Mobile. 4:30
- QUESTION: Is there any discussion on improving the e-mail spam filter? It is being worked on; the issue that is causing difficulty is the number of addresses that are white-listed. District ITS can block those e-mail with one of our district addresses that don't show a valid IP address, but those that come from white-listed address we can't confirm the IP address. It's those e-mail that look like they could be genuine that are difficult to create rules for. If the rules are too stringent the potential for genuine e-mail to be blocked is high.
- QUESTION: If we move to MS Office 365 will that put us in a SharePoint configuration? 365 would include a hosted e-mail but that is still being looked into. Currently, if we lose the internet connection to the college, our Exchange e-mail will be out of service; so we are looking at ways that we can be more resilient. QUESTION: What about tying in with the ZoneMail domain and Gmail so faculty can collaborate with students? 365 has a similar tool that is separate. At other institutions as well as ours, faculty can request to be given a Gmail/ ZoneMail account so they can work with students. QUESTION: Is Microsoft known for being more secure than Google? Isn't that one of the reasons our student and staff accounts are separate? Google's business model is an online service organization where as Microsoft is not. The terms and conditions of what will be accessed is important. However, nothing is 100% secure. QUESTION: What about cost? 365 is available under our current Microsoft license so there would be no additional cost.

## V Old Business

- A. Steve Gunderson is planning over the summer to put together some draft templates and an outline for the LPC Technology Master Plan to be reviewed in the fall. District ITS will provide information where appropriate.
- B. District ITS has been working on creating a shell for every course for Follett to link their Discover application to. Scott Vigallon noted that he made this announcement to the Distance Ed (DE) committee and they did not like having the Follett icon in Canvas for various reasons. Scott spoke with Nolan Howe of the Bookstore and invited him to attend a DE meeting. Bruce Griffin agreed to put the project on hold until further notice from the DE Committee.
- C. The Technology audio/ visual staff viewed one vendor demo for digital signage but Steve Gunderson is looking to consider others. Currently, there are multiple products being used here on campus.
- D. The revised meeting time of 1:30pm better allowed some attendees to participate.
- E. One of the Technology staff looked into the default 2 sided printing to the copier with specialized software issue that had been reported; a solution was determined. The committee was asked if there were any other concerns regarding the default 2-sided printing to the copier; none were mentioned so the issue was closed.
- F. The template for Accreditation Standard III.C.1 was discussed and completed.
  1. Departments
    - College Technology
    - District ITS
    - Teaching and Learning Center
  2. Evidence of Meeting the Standard
    - Technology Coordinating Committee (TCC) meeting minutes
    - Organization Charts
    - LPC Technology Committee minutes
    - District and College Technology Plans
    - District Budget information
    - Measure A Bond/ Facilities and project list
    - Distance Ed Planning information
    - Faculty and Student DE Surveys results
    - TLC Survey results
    - Technology Satisfaction Survey
    - Technology Standards
    - Technology Equipment lifecycle
    - Future – Technology Surveys
    - ServiceNow data
    - Training opportunities
    - Disaster recovery

- Canvas agreement/ terms/ conditions

VI New Business - None

VII Good of the Order – None

VIII Talking Points

- Discuss in departments of the new addition of the Follett icon in Canvas or let this play out in the DE Committee? Let it play out in DE and include Diane Brady regarding the Follett contract.

IX Adjournment at 2:55 pm.

X Next Regular Meeting

- October 2019

Documents:

- Sign-in Sheet

Prepared by: HUIrech

