



### 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  
Elizabeth Verzi  
Lord Brandon Ferrer  
Moh Daoud  
Meghan Swanson  
Drew Paterson  
Jared Howard  
Mike McQuiston  
Melissa Brown

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

Kali Rippel  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Bruce Griffin

#### Members Absent:

Amy Rel  
Mike Sugi  
Sherman Lindsey  
Diane Brady  
Steve Gunderson

#### Meeting Guests:

# Technology Committee MINUTES

December 2, 2019 | 1:30 | Room 1687

## Meeting Minutes

- I Called to Order at 1:35 pm. Quorum was met.
- II Agenda was reviewed. MOTION: To approve the agenda was made by Meghan Swanson-Garoupa and seconded by Greg Johns, unanimous vote.
- III Minutes were reviewed. MOTION: To approve was made by Greg Johns and seconded by Meghan Swanson-Garoupa, one abstention.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - No report.
      - Heidi informed the committee that there have been many reports of issues with accessing Adobe products (ie: Acrobat for pdf). Adobe has changed their licensing and it is no longer an enterprise license but individual user licenses where the user needs to create an account and login to use the software. Greg Johns reported that the students in 803 have to do the same. The Technology staff have tried to get ahead of the change and update desktops and have users create accounts before the effective date, but there are still some users that they haven't been able to get to. If a user finds that they are having an issue, please submit a ServiceNow incident ticket. QUESTION: So everyone needs to have an account and login, what about logging out? If they don't logout the next person will have access to use it. QUESTION: What about viewing a pdf? If you download the free reader or use the web browser plug-in, you can view a pdf. QUESTION: With more and more accounts being required does the college need to revisit the topic of having student accounts or automatic rebooting of computers; this is becoming a security issue? Can Deep Freeze help with this? One would still need to remember to reboot the computer or best - logout. QUESTION: Is there a setting on the browsers/ computers that don't allow any saving of passwords at all? Good question. QUESTION: Can the computers be set to

auto logout after a set period of in activity? All good questions that could be discussed with Steve Gunderson at another meeting.

## 2. Instructional Technology/ TLC – Scott Vigallon

- On Jan. 9, the following Canvas changes will be implemented: VeriCite will be removed, the New Gradebook will be enabled for everyone, New Analytics will be enabled for everyone and, the Microsoft Immersive Reader will be enabled for everyone. The new Rich Content Editor, which was supposed to be available soon as an option, has had its released pushed back by Canvas with no date given.
- On Nov. 8, LPC received word from the OEI that it has achieved Local POCR certification. This will allow us to fast-track courses through OEI review. LPC is the third college in California to be POCR-certified. Congratulations to Chris Lee, the POCR team, and the instructors who allowed their courses to be reviewed during the certification process!
- Vicki Shipman was able to come up with enough CTE money to fund all 24 faculty who expressed interest in attending the Online Teaching Conference to be able to go. Those instructors were notified and given the internal paperwork process to complete.
- The processing of student-submitted papers from VeriCite to the Turnitin database is coming along slowly. To date, 2,753 papers have been moved to the Turnitin database.
- Scott presented the issue of automatically merging officially cross-scheduled courses in Canvas to the Academic Senate on Nov. 13. He discussed the pros and cons and told the Senate that he and Chris will present the issue to divisions in February. He added that if faculty have good reasons not to implement this process, it will not happen.
- On Nov. 4, the ACCJC approved the following programs for Substantive Change in DE: Creative Writing (CoA), CyberSecurity (CoA), Global Studies (AA-T), Humanities (CoA), Communication Studies (AA-T), Early Childhood Development (CoA), Mass Communication: Journalism (CoA), Nutrition and Dietetics (AS-T).
- A solution needs to be figured out for requests for third-party tools to be added to Canvas. Two big issues: LPC has no budget to pay for these tools, and it has no process for vetting the tools for accessibility and FERPA compliance.

## 3. Telecommunications/ Copy Services – Heidi Ulrech

- Copy Services  
Last week I sent out an e-mail regarding some changes to the Copy Center operation due to the resignation of the evening staff person. A replacement has been found and they are going through training with Carlos this week. So, if it goes well we should be able to return to normal operation soon.

- GoPrint Student Pay for Printing

As I've been preparing the first draft of the Copy/ Printer section for the Technology Master Plan and as Steve has been meeting with user groups for the new/ remodeled buildings with lots of computer classrooms; our GoPrint/ ITC rep just happened to contact us wanting to meet and talk about some new opportunities. So Steve and I said "sure" and we met before breaking for Thanksgiving. Here's what we discussed:

- Upgrading to a newer version of GoPrint over the winter break so we can integrate to ITC's NetZcore Print. The logo and color scheme will be different but the functionality should be the same.
- Set up a proof of concept in the laptop classroom 1006 or 1007 to test wireless printing for students using the new NetZcore. Depending on how this goes we will develop a plan for rolling out this functionality to other areas.
- Take a look at additional options for "pay for print" functionality. Currently, we are only using pre-paid debit cards but there are other options available. All these options have their pros and cons and possible impacts on other departments so there will need to be a larger review and discussion of these options.

#### 4. Website – Tim Druley

- The online orientation FAQs file has been received and is waiting for approvals before uploading to the web site.
- Again, will have the classes seeking students web page available for faculty to advertise their classes for Spring.

#### B District ITS – Bruce Griffin

- Chabot had a number of technology related service outages last week due to improper processes for implementation. Going forward, the senior technology staff will be looking at implementing "change control" processes to reduce the potential for extensive service outages.
- Communication became an issue recently when the e-mail system was not available for an extended period at one of the sites. As a short term, limited solution, the system Everbridge (used for campus emergency notification) was utilized to send out notice of the service interruption. Everbridge has the capability to target certain groups such as Chabot vs LPC or students vs staff which worked well. Looking to utilize more in the future when urgent communication is a priority.

#### V Old Business

- ##### A. Nothing significantly new to reports regarding the Technology Master Plan.

- B. Collaboration tools for internal staff projects and with students and class work. This is also a conversation that is going on in the District-wide Technology Committee (TCC) and some software programs have been suggested for consideration.
- C. The suggestion of developing a Smart Shop Seminar for students to get them ready for using technology while at LPC doesn't appear to be necessary as most of this information is already available on the LPC website and the internet. It may be more advantageous to have a webpage that directs students to these resources. Looking to collect information as to what kind technology use is being requested so a one stop reference can be created. Faculty can also send their students who need assistance with using technology to the Computer Center, in room 803, for individualized assistance.

VI New Business

- A. It was announced that Kali will be on leave next semester and unable to continue to be Chair of this committee. Volunteers were requested. No volunteers were identified so the agenda item will be put on the February agenda.

VII Good of the Order

Is there a place on the web for instructor bio's to help students research their instructors as to which ones may have a teaching style that is good for them. Omni Update has a tool for "Faculty Profiles" which the Webmaster has not established yet. This would also require working with the District ITS team to create links from ClassWeb back to the profiles.

VIII Talking Points

- VeriCite is going away.
- GoPrint is being scheduled for upgrade over the Winter Break.
- GoPrint/ NetZCor will be setting up a proof of concept next semester for student wireless printing.
- Classes seeking students web page is returning.
- Reminder to faculty not to close your class out (in ClassWeb) until the first day of class; you can view and print prior to but don't close as this blocks students from adding to an open course. Requesting the opening day roster will close the class and generate add codes.

IX Adjournment at 3:14 pm.

X Next Regular Meeting

- January – Winter Break, No Meeting
- February – 3rd
- March – 2nd
- April – 6th

- May – 4th

Documents:

- Sign-in Sheet

Prepared by: HUlrech