



### 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):

Anette Raichbart  
Greg Johns  
Lord Brandon Ferrer  
Moh Daoud  
Drew Paterson  
Jared Howard  
Collin Thormoto  
Amy Rel

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

Meghan Swanson-Garoupa  
Scott Vigallon  
Tim Druley

#### Members Absent:

Mike Sugi  
Sherman Lindsey  
Heidi Ulrech  
Steve Gunderson  
Bruce Griffin  
Mike Mc Quiston  
Melissa Brown  
Elizabeth Verzi

#### Meeting Guests:

# Technology Committee MINUTES

March 2, 2020 | 1:30 | Room 1687

## Meeting Minutes

- I Called to Order. Quorum was met. There were introductions with the new Vice-president of Administrative Services, Anette Raichbart.
- II Agenda was not reviewed.
- III Minutes were reviewed. MOTION: To approve was made by Greg Johns, unanimous with one abstention.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - No report.
    2. Instructional Technology/ TLC – Scott Vigallon
      - LPC has been approved to enable the new Pronouns in Canvas. When pronouns are enabled, users can select their preferred pronoun in their User Settings. These pronouns will display with their names in many areas of Canvas, including Discussions, Inbox, and People page. The DE Committee has contacted VP William Garcia about the sufficiency of the current pronouns.
      - The OEI distributed a revised Master Consortium Agreement. One addition to it states: “Demonstrate substantive quality improvement with a goal of increasing the quality of all online courses by June 2023. Colleges will demonstrate progress toward course quality improvements by meeting incremental benchmarks as provided by CVC-OEI’s Benchmarks for High Quality, Inclusive Learning leading to alignment of at least 20% of online courses or sections within two (2) academic years of establishing a local POER process.”
      - The OEI is also updating its Course Design Rubric. The revised rubric is supposed to be released in June. It eliminates Section D on accessibility and integrates accessibility into the criteria in Sections A, B, and C.

- Currently, faculty can enable it in their sandbox courses by going to Settings – Feature Options and toggling the switch for RCE Enhancements. A TLC workshop on the new RCE is scheduled for March 31 from 12:30-1:30 p.m. Scott will send info about the new RCE to faculty.
- The funds allocated to 3CMedia for use of its app in Canvas to caption videos have been exhausted and won't be renewed until July 1, 2020, meaning faculty will not be able to request captioning through 3C until then. In the meantime, the DE committee tasked Scott with telling faculty that they can either use YouTube or wait until July 1. He will send instructions on how to upload videos to YouTube, let the automatic captioner caption them, then go back in and edit the captions.
- District ITS is still working with Canvas to recover the three known courses, along with their enrollments, that were lost when all of the past courses had to be restored near the beginning of this semester. There were two Fall 2019 courses and one Summer 2019 that were not restored.
- The CVC-OEI is developing a series of promotional videos highlighting the various CTE Online Pathways grant projects around the state, and LPC was chosen to participate. Video shooting will occur all day Wednesday in the TLC, which will be closed for the day for everyone else. The videos will appear on the cvc.edu website and be shared with individual colleges.

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

- No report.

### 4. Website – Tim Druley

- The student clubs web sites are now live. The club advisor and club president will have access to the web page but all changes will be routed through Student Life before being published.
- Very recently, a Corona Virus web page has been requested but information about the content for this page is limited.
- Making updates for various web pages; sending out a lot of social media blasts for various events. QUESTION: Status of the Financial Aid web page redesign? The request was to make the LPC page look more like the Chabot Financial Aid page. After reviewing the analytics, it shows that the advertisement page is getting a lot of traffic so that appears to be a better layout for attracting interest.

### B District ITS – Bruce Griffin

- No report.

## V Old Business

### A. LPC Technology Master Planning – No report.

- B. Review of Accreditation Standard III.C.4 – This question has been assigned to multiple committees not just Technology. Not sure how much professional development the Technology Committee is involved with and will have evidence for. Discussion will continue on this topic.
- C. Collaboration Needs for Colleagues and Students – No report.
- D. Student Technology Readiness – The Computer Center staff met with Jean O’Neil-Opipari and Mike Alvarez in an attempt to improve marketing of the Computer Center and the services that they offer.
- E. GoPrint Debit Card Price Change – Collin Thormoto reported that discussions in the library were to keep the debit cards sold in the vend units at \$1.00.
- F. Faculty ClassWeb Opening Day Rosters – The District ITS staff ran a Banner report showing course enrollments, adds, wait list numbers course closure for wait list and closure for add number generation for this semester. There was a lot of discussion regarding what the data was indicating. It was noted that there may still be opportunity for discussion regarding closing/ generate add numbers when the course still has vacancies or encouraging students to communicate with instructors when wanting to add after the course begins. QUESTION: Is there a way for Banner to maintain the waitlist (adding students) after the course is closed (by the instructor)? No answer available. QUESTION: Are the eight- week courses an option? There are funding concerns as well as pedagogy with some courses and disciplines in an eight-week format.
- G. Faculty Profile Pages – nothing new to report. The Dreamers web page has an example of how profile pages could be used. QUESTION: the directory has a lot if incorrect faculty/ staff information? The directory database is a manually updated and very time consuming, but is being worked on.

## VI New Business

- A. Governance Worksheet – At the last College Council meeting it was requested that all committees reports annual, on the worksheet, what tasks or actions they have taken for the year in addition to reviewing the charge and membership. There was a discussion regarding the topic of “prioritizing technology” that is in the charge; need to get more information from Steve Gunderson.

Tasks identified for the year:

- Reviewing accreditation standards
- Report on the status and current use of technology on campus

Will continue to review agendas and minutes for more topics for the next meeting.

- VII Good of the Order
  - It was noted that there has been a lot of posting on list servers regarding the Corona Virus or other natural disasters, what could happen if schools are closed and what happens to instruction. All of LPCs courses have an instance on Canvas but what would be the impact of changing from face 2 face to online; are there any policies in place to address emergency situations?
  
- VIII Talking Points – None.
  
- IX Adjournment
  
- X Next Regular Meeting
  - April – 6th
  - May – 4th

Documents:

- Sign-in Sheet
- Sample Banner Report
- Accreditation Template
- Governance Worksheet Templates and e-mail

Prepared by: HUlrech