LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Committee Name   Quorum 6

Members Present (non-voting):
Drew Patterson
Steve Gunderson
Scott Vigallon
Heidi Ulrech
Tim Druley

Members Present (voting):
Tamica Ward
Michael McQuiston
Ruchira Majumdar
Jared Howard
Collin Thormoto
Amy Rel

Members Absent:
Jamila Jabbar
Bruce Griffin
Anette Raichbart
Michelle Gonzales
Hermina Sarkis-Kelly

Guests:

Meeting Minutes

1. **Call to Order at 1:37 pm;** Quorum was met.

2. **Reviewed the Agenda;** MOTION: to approve by Tamica Ward and seconded by Ruchira Majumdar.

3. **Review of May Minutes:** MOTION: to approve by Jared Howard and seconded by Michael McQuiston.

4. **Staff Reports**
   A. College
      i. Computer/ Network/ Audio/ Visual
         - The audio/ visual equipment for B2400 is still slow to arrive. Currently, planning to refresh rooms 2409, 2410, 2412, 2411A, 2414 & 2416 over the winter break (will talk with Scott V. on the work planned for his area before the break).

         - Building 100 refresh was also pushed back from the summer for the same reason of Covid delays. B100 will also be worked on over winter break and should be ready for Spring Semester.

         - Currently working with vendors in developing an equipment standard for HyFlex classrooms. Two classrooms will be configured with different solutions and will review the work with the Technology Committee in the Spring. In the meantime, for spring classes, various cameras and equipment are being installed in select classrooms as a temporary solution. QUESTION: Are the two different solutions radically different? There are a number of different technologies out there and we've selected a couple that we think will work and want to see what they are actually like. For example: one technology uses cameras that follow you and another uses zones and the camera jumps to who's talking.

         - Audio/ visual equipment for B4000 refresh has been Board approved and will be scheduling that work later in the Spring.

         - The Horticulture building is scheduled to come online in March so equipment is being ordered for that.

- The Public Safety Complex is also in the mix for equipment ordering.

- The GoPrint student wireless printing project was put on hold with Covid and will try to continue work on that in the Spring.

ii.   Instructional Technology
- The third of five HyFlex training sessions was completed Friday. Class notes in the spring schedule of classes have been updated with descriptions of HyFlex classes. Some instructors have chosen to teach on campus and asynchronously online only and not offer a synchronous online option. A HyFlex Classes page has been created, and it resides on the Online Learning web site and contains additional information for students.

- The annual DE Student Satisfaction survey was launched December 1. So far, there are 340 responses.

- The state's two-year license for CCCs to use Canvas Studio expires June 30, 2022. If the state doesn't fund Studio again, we might have to pay for it as part of our college's/district's STAC purchase, which includes other tools like Proctorio, Pronto, Turnitin, etc. QUESTION: What is the cost for one year license of Canvas Studio? Don't know, the state has paid for it so far.

- Two New Quizzes workshops have been completed. As of today, Canvas is still planning to stick with its timeline of disallowing the creation of Classic Quizzes in July, which means that we would have to disallow that after the spring semester. However, Canvas did say that because of all of the issues with New Quizzes and all of the complaints from colleges around the country that it will consider pushing back its timeline.

- Today, faculty were asked if they have been using Pronto. This was an attempt to determine Pronto usage among them since Pronto does not supply that data. Also, two new Pronto trainings will be conducted by Pronto, along with English faculty Michelle Gonzales: January 14 from 10-11 a.m. and March 8, Flex Day, time to be determined. Pronto training will also be available this spring again within the Teaching and Learning Center's normal workshop schedule.

iii.   Telecommunications/ Copy Services – Nothing new to report.

iv.   Website
- A web page has been built specifically for HyFlex courses and listing all the courses using this modality. In addition, a rotating banner is also being prepared by District Marketing that will have a link to the web page. QUESTION: Who at District is preparing these graphics for the web site? District has an agreement with 25th Hour to provide various marketing materials.

- Made updates to the Covid announcements and medical exemption documents.

- Continuing to assist District with updates that they need on their web site.

- Various analytic documents have been run and posted to this web page for viewing http://www.laspositascollege.edu/web/report.php . Some of the key points from the discussion:
  - Analytics on the home page from August to November 2021: Logo clicks to return to the home page is used a lot; faculty & staff link; student resources guide; online learning; library; quick links dropdown; Zoomroom – virtual help; steps to success are all showing strong click percentages. QUESTION: What about the chatbot? Those aren't on the home page and they direct users to another site that we don't have data for. A&R and Financial Aid do have data for their chatbot sites and show about 800 uses a month.
  - For search terms – Counseling is the most entered term.
  - Users that leave the Las Positas domain are mostly going to ClassWeb and Canvas. Cranium Cafe and transcript requests are also noted on the report. Outlook Office are faculty and staff access to e-mail. QUESTION: Could Faculty and staff use of the web site be skewing the analytics? There may be a way to exclude certain IP addresses from reports to try and eliminate some searches from faculty and staff on-campus devices.
  - QUESTION: the graph shows ebbs and flows, thoughts? Traffic is higher at the beginning of the semester; there is also a consistent jump on Sunday evenings that tapers off through the week.
  - The SSL certificate could impact the search results from Google.
  - QUESTION: How can the Technology Committee play a role in providing input for the web site? The Webmaster can take discussion from the Committee to the appropriate people for consideration; keeping in mind that there is a style guide for the districts' web sites.

    B. District – No report

5. Old Business
   i.   LPC Technology Master Planning – No report.

  ii.   Collaboration Needs with Colleagues and Students – No report.

 iii.   Technology Use under Emergency Circumstances
      a. Technology for Hy-flex Classrooms – See Steve's and Scott's reports.

 iv.   Technology Topics of Conversation in Guided Pathways – There is a new landing web page for students who are undecided to help them with exploring different programs.

  v.   Website Analytics and Home Page Discussion – See Tim's report

    vi.   Exploring Text Messaging and Student Communication Platforms – The Ocelot product was sent to Board for approval for text messaging to students. Additional chatbot instances are also being approved for those Student Services departments that have not yet implemented this functionality. The chatbot can be integrated with and used to provide additional information to students that received text messaging campaigns. Training will be set up for those departments that have been approved. A couple concerns that were noted in the Task Force pointed out: the accuracy of the phone numbers currently held in Banner may be outdated or landlines; the opt-out function is platform wide and not per department or per campaign. Hope to address this as part of the training and making campaigns relevant and targeted so students don't opt-out. It was also noted that Student Life has also been included in this project. QUESTION: Does the CCC Apply application specifically ask for a cell/ mobile number? Yes.

    vii.   Forms and Workflows – A couple resources were found online after the discussion at last month's meeting:
- How to Add Electronic Signature using Adobe Reader www.jotform.com/blog/how-to-add-a-signature-to-a-pdf/   This site also talks about electronic signatures using the MAC environment and Android devices. In addition, it explains the difference between electronic and digital signatures, one involves a password and the other does not. QUESTION: Is Adobe Sign free? The District has an Adobe enterprise license so employees can request an account, otherwise there is a cost for Adobe Sign.
- Microsoft Tutorial for using MS 365 Forms for Tests and Quizzes https://docs.microsoft.com/en-us/learn/modules/create-authentic-assessments-microsoft-forms/

6. **New Business - None**

7. **Good of the Order - None**

8. **Talking Points – None**

9. **Adjournment at 2:40 pm.**

10. **Next Regular Meeting:**
- January – Winter Break
- February 7th
- March 7th
- April – Spring Break
- May 2nd