



# Technology Committee

## MINUTES

November 7, 2016 / 1:00 / 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.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### Attendees

#### Members Present (voting):

Diane Brady  
Greg Johns  
Moh Daoud  
Sherman Lindsey  
Kali Rippel  
Amy Rel

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

Jim Gioia, Chair  
Steve Gunderson  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Jeannine Methé

#### Members Absent:

Faculty, Student Services  
Faculty, MSEPS  
Carol Edson  
Mike Sugi  
Ian Brekke  
Paul Sapsford  
Student (2)

#### Meeting Guests:

### Meeting Minutes

- I Called to Order at 1:08 pm.
  - Quorum was met with 6 members present.
- II The agenda was reviewed. No changes were suggested.
- III The October 2016 Minutes were not available. Defer to November meeting.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson  
No report.
    2. Open Learning/ TLC – Scott Vigallon
      - Thirty-five faculty participated in the Oct. 13-14 on-campus training for DE instructors. Twenty faculty were sent access instructions to the hands-on webinar trainings Oct. 17. Eventually, all instructors using Blackboard were given access to the webinar trainings and to the Intro to Canvas-LPC course in Canvas that includes a section on legal requirements, namely making content accessible to students with disabilities and copyright. All Bb instructors also have access to their own sandboxes in Canvas and were given the option to request their courses in Canvas for Spring 2017. As of Nov. 7, 64 sections have been requested for Canvas for Spring 2017. Ms. Methé mentioned that in the original agreement with Canvas only 20 faculty would be able to participate in the webinar. The District has now negotiated that all faculty will be able to take advantage of the webinar training. QUESTION: What about training for Classified? Anyone with a laspositascollege.edu e-mail address will have access to the webinars. An announcement for Canvas training for classified staff will go out in the spring after the new DE classes are up and running.
      - At its Oct. 28 meeting, the DE Committee voted unanimously to recommend to the Academic

Senate to use VeriCite as the plagiarism-detection tool within Canvas. VeriCite was chosen by the OEI after what it called an extensive search. It is fully integrated into Canvas, and colleges using it receive a 15% discount. The cost is \$1.05 per FTE annually or \$.10 per FTE monthly (\$1.20 a year). Colleges receive an extra 10% discount when the total CCC subscriptions exceed 750,000 FTE. A VeriCite rep said that according to our college's IPEDS data, we have 5,112 FTE, so the cost to LPC would be \$5,367 per year. The Academic Senate showed interest in Turnitin, which LPC has used before and now costs \$16,275.60 per year. The Turnitin rep said to expect the cost to increase a little next year. Blackboard has given Scott access to all of the student submissions to SafeAssign dating to 2009. Those submissions can be inputted into VeriCite to "seed" the database.

- Canvas trainers. Academic VP Roanna Bennie sent an email Oct. 24 soliciting applicants who want to serve as a trainer. The email went to those who participated in the Oct. 13-14 training and who registered for the webinar trainings. The deadline to apply was Nov. 1, and a meeting has been set up for later this week to choose the trainer(s).
- The District is working on a "statement of work" with Canvas for migration assistance. Faculty will have three choices of how to handle migration of their courses from Blackboard to Canvas: 1) they can do it themselves, 2) they can do the cleanup work after Canvas conducts a bulk migration, and 3) they can have Canvas do the cleanup work (called white-glove service) after Canvas conducts a bulk migration. Online courses will be the priority for white-glove service for Spring 2017. Depending on how many courses need white-glove service, hybrid and web-enhanced courses can also use that service. QUESTION: Is there a cost associated with each level of these services? On-site training was an added cost which the District is picking up. The Canvas bulk migration and white-glove service are additional costs that the District is also picking up. The college will be picking up the cost of the additional daytime 24/7 support service that Canvas offers in addition to the free after hours offering included in the base agreement.

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

- Still trying to get caught up, nothing to report.

### 4. Website – Tim Druley

- Working very closely with Omni (Omin Update) in preparation of the new college website.
- Working with Roanna Bennie on the Accreditation website. Mr. Druley took the committee on a tour of this site.

### B District ITS – Jeannine Methe

- While the Facilities Committees and staff are working on developing plans associated with Measure A, the technology staff are also reviewing the infrastructure needs at the campuses including: networking, WiFi, cellular and DAS (distributed antenna system). Once the new facilities are identified the technology staff will assess the additional infrastructure needs for each of the buildings. In addition, there will also be a review of the current equipment life-cycle plan and IT will make any adjustments as needed to fit Measure A programs. These plans will then be brought back to the Technology Committee to begin conversation and

incorporation of departmental technology needs. QUESTION: Are we still shooting for May Board approval of the Technology Plan? Yes, if not sooner since some of the technology will be connected to facilities planning. Originally, the technology planning had a challenge of funding, now with Measure A that challenge is minimized. QUESTION: With this planning, cell phones will function inside buildings? For some time Ms. Methe and Mr. Gunderson have been working with Verizon on a solution. In the meantime the contract and legal departments for the two entities have been going back and forth addressing one another's needs and terms. Once Verizon is on board the hope is that other carriers will become interested. It was also explained that the cellular service will just cover the outside and the DAS will be needed to bring service inside buildings. These can be done independently but it's much more cost effective to tie-in the DAS from carriers that have a physical presence.

- The Counseling Office has chosen to use Cranium Café to do DE video counseling. The Cranium Café developer has been working with SARS on an interface so the data collection will remain the same. Training for Cranium is going on this week with the intent to begin using it in the Spring. Cranium will also integrate with Canvas for single sign-on usage.

#### V Old Business

A. LPC Technology Master Planning – Defer until after January.

B. Instructional Equipment Funds for Technology

Diane sent out the rules for instructional equipment. - Defer until February.

C. Computer/ Network Password Policy - Information Only

The Technology Department is ready to implement, it's up to the college to determine when. It is important that the pertinent information gets out to the faculty and staff in a timely manner. Mr. Gunderson will provide information for the Tech Committee to take back to their constituent groups. Suggest implementing after the holidays when the new faculty are going through orientation in the Spring, and making announcements leading up to that. Can there be an announcement at the December Town Meeting. IT thought an email announcement would be more appropriate. QUESTION: What if you don't use the Windows login and only the Outlook Web App? Outlook is a Microsoft product and it will prompt you for a password change.

D. Mr. Gioia discussed the recommendation of convening a task force to develop a faculty web accessibility compliance statement with Roanna Bennie. Ms. Bennie supported the recommendation and asked for some names of faculty to work on the project. Tim Druley, Scott Vigallon and Jim Gioia volunteered. QUESTION: Should volunteers also be requested from the Academic Senate? For the initial identification of scope and issues, not really. When it gets to the point of developing solutions, maybe then.

E. Mr. Gunderson and Ms. Methe will develop verbiage, using the templates that were provided by Mr. Daoud, to post a disclaimer of use on the college's WiFi portal. This verbiage will be brought to the December Technology Committee meeting.

#### VI New Business - None

VII Good of the Order – None

VIII Adjournment at 2:05 pm by Greg Johns.

IX Next Regular Meeting

- December 5<sup>th</sup>
- February 6<sup>th</sup>
- March 6<sup>th</sup>
- April 3<sup>rd</sup>
- May 1<sup>st</sup>

Attachments:

- Sign-in Sheet

Prepared by: HUIrech

Sign In

Tech Comm  
Nov 7, 16

Al Wheel  
Stephen Gooderson  
SHERMAN LINDSEY

Stph

Scott Vigallon

Tim Donley

DIANE BRADY

Jim G. a

GREG JOHNS

Kali Rippel

MOH DAOUD

Amy Rel

JENNINE MATHC

Jim RQ

Mary Johnson

M. Johnson

Jessie M. the