Technology Committee Meeting

Nov 28, 2011
2:30 pm, Room 2306
(Minutes compiled by Ruth Hanna, Heidi Ulrech, and Angela Amaya)

Present: Carol Edson, Ruth Hanna, Jovian Marcelo, Brian Owyoung, Scott Vigallon, Paul Sapsford, Larysa Karpylovych, Mark Smythe, Heidi Ulrech, John Gonder, Dyan Miller, Angela Amaya, Mike Ansell.

1. Welcome
-Called to order at 2:36 pm by Chair, Angela Amaya.
-Katie Eagan will be representing the Arts and Communications Division but was not able to attend.

2. Review and Approval of October Minutes
–October meeting minutes will be reviewed at the January 23, 2012 meeting.

3. Reports
a. District
   i. Jeannine Methe -- no report

b. Campus
   i. Steve Gunderson -- no report

   ii. Heidi Ulrech – no report

   iii. Scott Vigallon –
- **Bb upgrade in January:** Bb was successfully upgraded to 9.1 Service Pack 5 on Jan. 9-10. We'll be upgrading to 9.1 Service Pack 7 prior to the Summer session. There are a few new features in that version, and training will be available this Spring on them.

- **Spring workshops:** The Spring TLC workshop schedule will hopefully be out by the end of the week. Based on our December survey, several people asked for training on Contribute. This type of training had been historically conducted by other parties on campus, but the TLC will take this over.

- **eLumen:** Last week, the deans disseminated to their divisions lists of courses without SLO and lists without assessment data. Since then, several instructors have either filled out the web form for the TLC to input info and data into eLumen for them, or they have

sought assistance on using eLumen. Aside from consulting the TLC for eLumen help, they can also go to the SLO web site, and click the SLO Tutorial link. Workshops will be offered this Spring.

- **Online tutoring:** Online tutoring has been expanded to include Writing help for any course offered in the Spring schedule. Online math tutoring has been expanded to include many more courses, and it is available for DE and on-campus students. Writing hours will be 4-6 p.m. Mondays and Wednesdays, and Math hours will be 2-4 p.m. Tuesdays and Thursdays. Online tutoring begins Jan. 30. More information at http://www.laspositascollege.edu/onlinelearning/tutoring.php.

iv. LPC website –
Laura Weaver, CLPCCD Executive Director, Public Relations and Government, was scheduled to attend this meeting but had to cancel due to the Chabot Presidential Forums. She has been re-scheduled for the January 23, 2012 meeting. If you or those I n your division have specific questions/concerns regarding the LPC college website, please let Angela or Laura know prior to January's meeting.

Some of the concerns that were mentioned were:
- links not working
- information (degrees, for example) out of date
- Who is responding to webmaster e-mail?

4. Open Action Items

a. paperless paystubs proposal –discussion and vote

Proposal to consider paperless paystubs was read and discussed.

Proposal has been voted on and approved by the Sustainability Committee

Discussion:
- Existing paystub information on ClassWeb is not available from the 18th (verified date?) of the month until the last day of the month. This is a great handicap for employees who need to provide financial proof during this time frame.
- Loan verification often requires that paystub information be watermarked.
- suggestion: revise the proposal so that it reads something like 'as soon as the procedural issues are solved so that things such as the half-month-down-time does not occur'
- There was concern regarding the statement "soon be available" with regard to the Banner Document Management system.
- suggestions: possible stop-gap solutions: print to pdf files instead of paper, do not mail them out, print them out by individual request only
- question: has there been current discussion with the Chabot Technology Committee? Answer: No.
- question: Is there an estimated cost savings for this?

   Vote: John G motioned to approve the proposal as written. Ruth H seconded. 8 in favor/1 opposed/0 abstentions. Motion passed as written.

Next Step: proposal will be forwarded to College Council as recommendation for consideration.

Angela will contact Jeannine Methe/District to speak to why pay information is not available on Class-Web for half the month during payroll processing.

b. electronic signature proposal –discussion and vote

Proposal to consider electronic signatures on college forms and develop an electronic repository was read and discussed.

Proposal has been voted on and approved by the Sustainability Committee

Discussion:
- recommendation to digitize all forms possible, and to store these forms in electronic form instead of physical paper form
- The statement "all forms" was mentioned as a concern. Committee discussion supported the exception that there may be some sensitive forms where a whet signature may still be the best practice.
- college still needs to work on determining which forms can use electronic signatures

Vote: John G motioned to approve the proposal as edited with it to be returned to the Sustanability Committee for re-vote before moving forward to College Council. Ruth H seconded.
9 in favor/0 opposed/0 abstentions. Motion passed with edits.

Next Step: proposal going back to Sustainability Committee for discussion and re-vote due to wording changes by Technology Committee. If approved by Sustainability Committee, proposal will be forwarded to College Council as recommendation for consideration

c. Software Purchasing Process
The Software Purchasing sub-committee (John G., Steve G., Angela A.) has developed a draft form and rubric that are still being worked on. The latest draft will be brought to the January 2012 Technology meeting for review.

5. Good of the Order
No good of the order items.

6. Adjournment
Jovian Marcelo motioned to adjourn. Ruth H. and Carol E. seconded.

Next Technology Committee Meeting:
Monday, January 23, 2012, room 4129