



DRAFT

Technology Committee

November 23rd, 2009
2:30 pm, Room 1603

Present: Bob Kratochvil, John Gonder, Jeff Sperry, Angela Amaya, Sherman Lindsey, Heidi Ulrech, Jeannine Methe, Larry Aguair, Steve Gunderson, Scott Ault, Bryan Owyong, Student Senator: Samriti Rai

1. Welcome & Review of October Minutes

Chair J. Gonder welcomed everyone to the November Technology Committee Meeting. Chair Gonder noted that there were not enough members present for a voting quorum. So, John moved onto the next Agenda Item.

- 2. Agenda & Minutes Format for Committees going forward** Chair Gonder shared that the Accreditation Committee noted that we did not keep good Action Items and follow-up. Our minutes were good, as a piece of information, but not necessarily showing the resolution we get on outstanding items. J. Gonder is working with Laurel on getting a better template for minutes. They will meet next week. As a committee we will work on this going forward. Then we will have much more identifiable elements in our minutes, just not that we talked about it again and again, and if someone wanted to see what actually happened, they could. Action items would show what was really accomplished and resolved. A. Amaya asked if Academic Senate has ever recommended anything for Committees all around for templates being synonymous. J. Gonder will start by gathering all the information w/ Laurel Jones and then bring it forward to Academic Senate. S. Gunderson asked for clarification that Technology Committee was not directly implied in the Accreditation Team's mention of not enough 'evidence' found in minutes. S. Gunderson and H. Ulrech discussed in detail about finding out 'why were minutes found to be not credible', so that we know going forward. J. Methe shared that there are other documents that support the evidence gathering.

- 3. Recorded Presentation by Kristy Woods** K. Woods prepared a recorded presentation to be shared in her absence. Chair Gonder played her audio presentation which was about the Math & Science Division. They felt very strongly that there could be things moved from the Intranet to the Internet. However, if there were items that were indeed DRAFT or not voted on, they could certainly be password protected. Software and purchasing, her Division asked how we are doing towards moving towards a more transparent formal process. B. Kratochvil shared that we should see what Chabot does, and H. Ulrech also shared that we could form a modified form for use. Monitoring software for the students use, so that people would know what was going on at each

individual computer. More formal dates and times for upgrades around the campus. Upgrading timelines that are very clear. The new MS Office would be an example of finding out when something was going to be upgraded, etc. VP Kratochvil shared that the Technology Committee needs to decide and discuss the Software Purchase Process. A discussion ensued from everyone on what their divisions said about Intranet vs. Internet. A. Amaya reported on the A & C Division, and their belief that the Grapevine could be gotten rid of. Everything should be opened up to public, with password protected abilities on certain items if desired. J. Gonder shared that in his division, the same sentiments were shared, that everything should be opened. K. Woods shared in her recorded presentation that her division would like everything opened up. A. Amaya shared that there was some concerns, how could you send a mass email out to everyone, without doing it as 50 emails at a time. The question was asked about sending large email amounts. Mac.com is limited to 40, and gmail is 50, etc. same for Yahoo, etc. There is no way to do it without incurring SPAM identifiers. Groupwise is still the internal email, but A. Amaya asked if we moving away from Groupwise, by sending out lots of gmails? J. Methe shared that we have no plans to get away from Groupwise. VP Kratochvil shared that at College Council's last meeting last week, voted on this subject. They came up with a different solution. Somehow under Faculty and Staff, you would go in and login, and then all Faculty & Staff would type in a generic password and it would let you in. Easier to just have Faculty & Staff just access it as is, but it would essentially be available to the public, and the general user would not know the password. Possibly try and embed it in deeper to our website, and not make it easy. H. Ulrech shared that there is a time concern of transferring the content from Grapevine to our LPC Website. H. Ulrech also shared it's a question of ideology in relation to this. The students would also be given the password. H. Ulrech reported that she thought that Dr. Pollard did indeed want it to be opened up to the public. VP Kratochvil thought that was not the case, but they will check the outcome of that subject topic from last week's College Council.

4. Campus Reports Update

- Steve Gunderson reported on his working on the 100-125 computers left to install for the lifecycle. They will send out communications and a list in December. There are printers that are slated to go on the LifeCycle will also take place in December. Inventory list will happen soon, and a list will be posted online for all to see. The Student rep, asked where do the old computers go, (they may get surplus out or put somewhere on campus that has less usage needs.) Chair Gonder shared that Chabot has a "Build your own computer" class, and use the old computers. Instructional Systems has been doing lots of setups and events. The LRC classroom is getting power and cabling for that area. Shoot for the end of December for that project. Still working on Measure B projects, CCA, IT Building. Working on deployment strategy for Microsoft Office 2007. J. Sperry asked about End User Training, as he just found out that an instructor already has it on their system, and doesn't know how to use it. J. Methe also clarified that the rollout has to be coordinated in such a way that people would know how to use it, and be aware of the fact that people will email each other with docx vs. doc so that they know how to convert it and to receive it correctly from email to email. Within District, Chabot & LPC. J. Gonder suggested that maybe Scott Vigallon could send out a survey from Survey Monkey to see what

the students have and think about Docx and Doc. J. Methe asked J. Gonder if it might be valuable to find out what Faculty already have it and what they think of it, etc. J. Gonder agreed that it would be valuable.

- Heidi Ulrech reported on the Telecommunications Update. She shared that there have been lots of phone installs, for Bldg. 200, 400, 1400 since last meeting. Left still is Bldg. 500, 300. Hoping to get them done before end of December. M & O Building is completed and she has been working on their phone installs piece by piece. She is also working with the IT Building and their phone installs.
- Elizabeth Noyes is on vacation this week – Chair Gonder read her update from an email she sent, since she was out. She will be resurrecting the Web Council group.
- Scott Vigallon is on vacation this week, Jeff Sperry attended in his absence.

5. Discussion of Previous Questions (Portal & Other) - Chair Gonder shared in the last meeting there were a number of questions that came up, but he asked if the group would like to talk about some of them. J. Methe shared that she would begin to go through the questions, **1st Question being**, starting with DreamSpark. ITS has gone through things with the MS Vendor, to get LPC on the list, so the students will need to give an email when they register, and that will be the verifying element. Students will actually use Zonemail. Getting close to getting that resolved, and when it becomes available and ITS will make it known. DreamSpark is a MS website, that students can download for free a lot of MS Software. It was asked what types of downloads they have, by the student rep. J. Methe cleared up what it does and how it works. **2nd question, on the list was**, does everything need to be encrypted, and are people having trouble logging in? J. Methe shared on Groupwise outside access login, that they do not know of anyone having any trouble logging into, slow when logging into, due to encryption, takes more time to get logon activated. J. Methe shared that they need to know who was having trouble, specifically. S. Gunderson shared that he would like to talk to John McHugh. **3rd item on the list** was that ClassWeb should be accessed by wirelessly. Some people are being prohibited from accessing ClassWeb from being accessed wirelessly. It is out in the public domain, and should be able to be accessed. S. Gunderson shared that they know what the problem is, and they are working on it. **Question on the ZONE:** J. Methe shared that there have been no feedback on problems on the ZONE. Item 4 was there is no way to email all LPC students. The problem is the SPAM issue. A. Amaya asked why in Groupwise can we send out an email to entire campus, because it is internal. J. Methe & J. Gonder shared why this does not work outside Groupwise. Gmail is outside to us, so we cannot do it. ITS is pursuing both colleges using ESARS. Used for the telephones now, but can also have a timed option to send out messages, and not just to phone Mail. Established a separate server, and experimenting using ESARS, taking students info. and sending it out to them as a specific message, parsing out the emails. J. Gonder shared that we can talk about it more next time, but asked for clarifications, that at a college, it would be nice to make an emergency college announcement. Including Text messaging, phone calls, so the question that comes up from this, is being able to anytime of day, on a quick basis to provide student body as a whole information. Question on DE pop-up. We are doing a Banner upgrade, that is dependent upon this, to put in that DE upgrade. Then, after day 1 of classes sometime, we will institute a link that allows to link to get all DE Information that students need.

6. Other

- The subject of Bandwith was touched on, and J. Methe and others are working on it, everyone acknowledged that it has been slow this week and there should be some resolution on it shortly.
- J. Gonder is going to try and have a summary from today's meeting in a quick and timely manner so that people can get the information that they need for December's Division Meeting.

7. ACTION ITEMS:

- H. Ulrech proposed that a Flow Chart be put together so that people can understand the current process for purchasing Software. Some people understand and some do not. (Agenda item for January)
- VP K asked Steve Gunderson to work on communication to the entire campus with updates on upgrades.
- H. Ulrech shared that K. Woods might be speaking about knowing about LifeCycle. (Agenda item for January)

Next meeting is Monday, January 25th, at 2:30pm, Room 1603