



Technology Committee MINUTES

April 2, 2018 / 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.
- ❖ 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):

Moh Daoud
Segal Boaz
Kali Rippel
Amy Rel
Kelsey Bentley
Don Carlson
Greg Johns
Deanna Horvath
Diane Brady

Members Present (non-voting):

Scott Vigallon
Heidi Ulrech
Jim Gioia
Tim Druley
Steve Gunderson

Members Absent:

Faculty, Student Services
Faculty, BHAWK
Paul Sapsford
Mike Sugi
Jeannine Methe
Sherman Lindsey
Classified (1)
Student (1)

Meeting Guests:

Meeting Minutes

- I Called to Order at 1:06 pm. Quorum was met at 1:22.
- II The agenda was not approved.
- III Minutes for February 2018 were reviewed. MOTION: To approve by Segal Boaz and Kali Ripple, unanimous approval.
- IV Staff Reports
 - A. College
 1. Computer/ Network/ Audio/ Video – Steve Gunderson
 - From the District CTO: Over the weekend the wireless in B2400 and B2200 was completed. Our long time consultant, Wendy Pinos, was selected to fill the position of Project Manager, Bond Measures, and has been very involved in completing the WiFi project which is about 75% complete district wide.
 - Purchase requisitions for most of the equipment for the new building and life cycle replacement have been submitted and approved by the Board. The only items left are GoPrint equipment and copiers.
 - Working with various vendors on a plan for virtualization. Will begin with servers and work towards the desktops with large student computer areas being used as pilot test locations.
 - Have been doing a lot of exploration on technologies that allow for collaboration with mobile devices.
 - Have received proposals for reconfiguring room 2420, just trying to find time to fit the project into the schedule.
 - There has been discussion regarding M&O re-carpeting the raised floor in room 803 at the end of May.
 - Just to reiterate, the new computer systems that have been ordered and are being received are

- Using generation 7 technology that is NOT backward compatible. What that means is that the new systems will only be able to use Windows 10 and is not compatible with Windows 7. This has also been interfering with our Ghost software that enables the department to image multiple computers as once. So this is another issue that is being looked at.
2. Open Learning/ TLC – Scott Vigallon
- VeriCite is being purchased by TurnItIn. According to VeriCite, TurnItIn will honor our annual license, which cost 5,367.60. Not sure how the cost and license will change in the future.
 - Unless the college pays for more NetTutor hours, it might run out in April. Student Services, which pays for NetTutor, has been alerted.
 - There were 67 applications for the Online Student of the Year Scholarship Award. Scott Vigallon, Wanda Butterly, and Tim Druley will select a winner by the April 15 deadline.
 - LPC is supposed to find out soon if it is accepted into the OEI Consortium. Twenty-eight other colleges applied. There are currently 8 colleges in the course exchange.
 - @ONE is offering a 3-week course beginning April 9 called Building a Local Peer Online Course Review Process. There are three online meetings for a team, and the team consists of a minimum of three people. If any instructors are interested in building a peer review team, contact Scott.
 - Canvas has released a new version of its quiz tool called Quizzes.Next. According to Canvas, this new version will replace the current tool “likely sometime in 2019”. When complete it will supposedly have all of the current features plus several more. It can be made available to instructors to test out. A Quizzes.Next guide is available online.
 - On Flex Day, April 3, Scott and Vicky Austin will conduct a session called Using the OEI Online Course Design Rubric to Meet Accreditation Standards from 10-11:50 a.m. in Room 2410. Scott and Wanda Butterly will conduct: Making your Canvas Course Site ADA-Compliant from 1-2:50 p.m. in Room 2412.
3. Telecommunications/ Copy Services – Heidi Ulrech
- Last month Steve and Heidi went into San Francisco to visit the Ricoh Portal and look at new equipment and software. Our current equipment was installed in fall of 2010 so it is at the end of its life-cycle. The new equipment interface is all touch-screen (no dashboard) and looks very similar to what we use now. The new feature that we believe will be useful to students and faculty/ staff is the ability to print and scan from/ to USB and cloud storage such as Dropbox and Google Drive. We also looked at a new print queue software (since Ringdale, FollowMe is no longer a Ricoh partner) the new software can accommodate wireless printing to the copier for faculty/ staff with mobile devices.

Currently, we are looking into doing a proof of concept. We don't expect to move forward with this upgrade until sometime in the Fall of 2018 (we need to get building 1000 open and ready for classes first).

- Bids for the new campus telecommunications system were received last week and plan to get Board approval later this month. After the contract is signed we will start moving forward with a kick-off meeting between Technology and the vendor to develop the timeline and detail of work to be performed. This project will most likely happen over the summer since the new system needs to be in place before we can occupy the new building.

4. Website – Tim Druley

- Currently there are 42 sites now live in Omni.
- Tim and Steve will be testing going live with the cloud servers on April 27th and based on that they will decide how to go forward.

B District ITS – Jeannine Methe

- No report.

V Old Business

- A. The draft Governance Worksheet containing revisions from previous discussions was reviewed. There was discussion about the Technology Committee taking a more active role in developing a regular process of review and assessment of campus wide technology needs. It was suggested that the current verbiage be modified to meet the intent and work through the details of process at another time. There was also debate as to the reasoning for the Technology Committee reporting to RAC. MOTION: To approve the committee charge and membership as modified by Greg Johns and Deanna Horvath, unanimous approval.
- B. LPC Technology Master Planning – There was no report made on this. As stated in past meetings, the LPC technology planning is really part of the district-wide Technology Master Plan that is being driven at a higher level. However, concern was voiced that there should be some form of needs assessment being done at the campus. It was also noted that while the Technology Master Plan is being written, projects are underway.
- C. WiFi Portal Disclaimer – On hold for completion of the WiFi upgrade.
- D. Follett Discover is currently being discussed at the District Technology Coordinating Committee.
- E. ServiceNow can be removed from further discussion at this time.
- F. VeriCite was reported earlier by Scott and can be removed from further discussion at this time.

G. State Distance Education Audit can be removed from further discussion at this time.

VI New Business – None.

VII Good of the Order

- Student Kelsey Bentley asked about digital signage on campus and the clubs usage of it. Steve Gunderson explained that currently the technology that is being used in various locations is managed by the individual departments using it. As more monitors are installed around campus for digital signage, it may be a good time to explore other software options for managing this content. However, procedures and guidelines for student and club usage of campus digital signage is a conversation that needs to happen in Student Services.

VIII Adjournment at 2:20 pm.

IX Next Regular Meeting

- May 7th

Documents:

- Sign-in Sheet
- Charge edits
- Governance Worksheet

Prepared by: HUIrech