



# Technology Committee MINUTES

May 3, 2021 | 1:30 pm | ConferZoom

## 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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ 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.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

## Committee Name Quorum 5

### Members Present (non-voting):

Drew Patterson  
Heidi Ulrech  
Tim Druley  
Scott Vigallon  
Steve Gunderson

### Members Present (voting):

Angelo Bummer  
Mike McQuiston  
Ruchira Majumdar  
Collin Thormoto  
Jared Howard  
Hermina Sarkis-Kelly  
Mike Sugi  
Amy Rel

### Members Absent:

Anette Raichbart  
Bruce Griffin

### Guests:

Chasity Whiteside  
Dyrell Foster

## Meeting Minutes

- 1) Called to Order at 1:33 pm. Quorum was met.
- 2) Agenda was reviewed. MOTION: To approve by C. Thormoto and second by J. Howard.
- 3) Minutes for March were reviewed. MOTION: To approve by J. Howard and second by A. Bummer.
- 4) **Staff Reports**
  - A. College
    1. **Computer/ Network/ Audio/ Visual**
      - Project for Spring and Summer 2021:
        - The proposed upgrades for B2400 and B100 have been delayed due to documentation errors and missed the Board deadline. The new tentative dates for these projects are now in July.
    2. **Instructional Technology**
      - For the 2021-22 fiscal year, which begins July 1, the state will fully fund Canvas, Canvas Studio, Canvas chat support, Zoom, and Pisces, which is an online tutoring platform that we don't use at LPC. It will also fund the first 250 hours of usage for NetTutor, but colleges must pay for any usage beyond that. [View information about tools the state will fund](#). It will not fund the following tools used at LPC, but these tools are part of its STAC program, which offers colleges discounted pricing: Ally, Labster, Proctorio, Turnitin, and Adobe Creative Cloud. The college and/or district will have to fund these tools so they can continue to be used. [View information about tools the state won't fund](#). The deadline for purchasing is June 15.
        - If Ally is not one of the tools that the college and/or district will be funding for the next fiscal year, all of the accessible files that Ally has automatically created from faculty uploads will most likely be removed. If faculty want to save those files for future courses, they will have to do so individually.
        - Steve Gunderson responded to the question about Adobe Creative Cloud now being provided through STAC. The college gets the Adobe licensing through the Foundation for California Community Colleges and Computerland which has the same pricing.

STAC provides licenses for students while faculty and staff licensing is supported through Computerland

- After a vendor presentation, the DE Committee decided to implement Pope Tech, a web accessibility tool, in time for the start of the fall semester. Pope Tech reviews Canvas pages for potential accessibility errors and prompts faculty with the necessary changes to fix issues. Powered by the same rules as the WAVE accessibility checker, Pope Tech helps instructors make changes directly within their Canvas pages to create more accessible content. It is offered freely through the CCC Accessibility Center. The goal is to offer training prior to, and after, the start of fall.
- The district's legal counsel answered the committee's questions about adding a disclaimer to merged courses in Canvas that allows students to opt-into discussions with students from another section and whether it's a FERPA violation for students to interact with students in a different level class within a Canvas course. However, those answers seemed to assume that the questions were referring to recording live lectures. VP Kristina Whalen is going to resubmit the questions, adding clarifications.
- There are now 60 active Home Colleges in the CVC Exchange. To see where all of the colleges are in the implementation phase, the CVC has created a [College Implementation Board page](#). As a review, LPC and Chabot are Home Colleges but have not implemented live seat counts and are not yet Teaching Colleges.
- One updated and two new DE guidelines have been posted to the [Policies/Guidelines/Agreements page](#) on the Online Learning web site: Regular Effective Contact Guidelines, DE Accessibility Guidelines, and Canvas Course Storage Guidelines. The update to the Regular Effective Contact Guidelines is a response to new federal regulations that go into effect July 1 and was also updated for accreditation purposes. They will need to be updated again when the State Chancellor's Office releases its updated DE Guidelines, and the ACCJC releases its updated DE policy. The DE Accessibility Guidelines were updated for accreditation purposes with the knowledge that they will be superseded when the district approves a board policy and administrative procedures on web accessibility. The Canvas Course Storage Guidelines is an attempt to dissuade faculty from storing large video and textbook publisher files in their course. Faculty rarely reach their quota, but it happens a couple times each year.

### 3. Telecommunications/ Copy Services

- Telecommunications – Spent a good share of time working on the SIP integration of the Stenaphone emergency call boxes with the Avaya. Were finally able get calls to route through. There is still some tweeking but it is finally working so the replacement project can move forward.

Will begin prepping for the faculty move out of B2100 and tagging all the phones with user and office information. The movers will be handling all of technology separately and should not be disassembled and boxed up, nor should Corovan stickers be put on technology (they are a mess to try and remove).

- Copy Services - Will be contacting Ricoh this week to schedule the move of the copiers from B2100 to the new Faculty Village and Dean's Office the first week of June.
- SARS - Looking at using SARS in a few additional areas this summer and fall as part of the college's return from Covid plan.
- Continuing to work on Accreditation with Steve and Titian as well as participating on the Texting Task Force with Drew and Jared.

#### **4. Website**

- Program Mapper went live this morning with a rotating banner on the home page. There are multiple buttons at the top of the Mapper landing page that link to different aspects of the program. An e-mail announcement should be coming out soon.
- The Career Coach plug-ins have also gone live and every department home page should have the corresponding plug-in.
- The home page for some special Summer Camps is live and an announcement should be out soon.
- More than 200 pieces of evidence have been uploaded to the Accreditation website. Look for the link for 2022 Self Study.
- District Public Information Office sent notice of a Style Guide that is now available on the logos webpage.

#### **B. District ITS**

- Scott reporting on additional items:
  - According to District CTO Bruce Griffin, Chancellor Gerhard has accepted the TCC's recommendation to move to a Zoom sub-account at a time with the least impact on instruction. ITS is working to create a timeline for the move.
  - ITS is working with the colleges to identify options for faculty to store Zoom recordings made prior to August 15, 2020.

#### **5) Old Business**

- A. The LPC Technology Plan – on hold.
- B. Collaboration Needs with Colleagues and Students – on hold.
- C. Technology Use under Emergency Circumstances - on hold until Fall.
- D. Guided Pathways – Tim Druley reported the latest on Guided Pathways technology initiatives. Nothing more to report.

E. Website Analytics – defer.

## 6) New Business

A. President Foster introduced the Text Messaging Platform project that has been underway this semester. This is exploring ways for us to communicate with our students without going through the District Public Information Office, with the hope of having something in place for fall semester and recruitment. A small task force of faculty, classified, administrators and students have been meeting and participating in demos. Some of the platforms that have been looked at are: Mongoose, Ocelot, True Dialog, and Pronto. The President's office compiled a comparison chart of the vendor's responses to questions, for the task force to review and provide feedback; the top two products were Ocelot and Pronto.

- Ocelot focuses on their AI (artificial intelligence) capabilities; the chat bot product line is currently being used in Financial Aid and Admissions; text messaging product being used by some community colleges. Does not currently use API.
- The Pronto product has integration with Canvas and API; there was question as to how well the Pronto product would support the communication needs in Student Services and will be following up; product being used widely in community college system. Not a text messaging platform but more of a communication app; could enhance "regular effective contact" between instructor and students.
- Cost estimate for both products is within the budget.
- Process, guidelines, and protocols will need to be developed for using the selected product. How can this be supervised so that inappropriate messaging is not sent?
- Software products associated with Banner – Recruit and Advise are still being implemented by ITS and may support the need to text communication with students who may not have the app downloaded.

Will be scheduling another demo with Pronto to look deeper into the product with Student Services needs in mind. The committee agrees that there is a need and is supportive of this project; would like to continue to be kept updated on its progress.

7) **Good of the Order** – Will be asking for nominations to chair the committee for next year. Please consider the opportunity and volunteer at the October meeting.

8) **Talking Points - None**

9) **Adjournment** at 2:44 pm by Chairperson Patterson.

10) **Next Regular Meeting:**

- October 2021
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