



# Technology Committee

## MINUTES

October 2, 2017 / 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  
Kali Rippel  
Segal Boaz  
Diane Brady  
Don Carlson  
Greg Johns

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

Scott Vigallon  
Heidi Ulrech  
Steve Gunderson  
Jim Gioia  
Tim Druley  
Jeannie Methe

#### Members Absent:

Faculty, Student Services  
Faculty, BHAWK  
Paul Sapsford  
Deanna Horvath  
Ian Brekke  
Mike Sugi  
Sherman Lindsey  
Amy Rel  
Classified (1)  
Student (2)

#### Meeting Guests:

Sylvia Anderson

### Meeting Minutes

- I Called to Order at 1:10 pm. Introductions of the attendees were made.
  - Membership and quorum were reviewed. Quorum was not met.
  - MOTION: Diane Brady motioned that Jim Gioia continue as the committee chair, seconded by Don Carlson. Jim Gioia agreed but commented that he will be retiring after this year and has a heavy workload. No vote was taken since there was no quorum.
- II The agenda was reviewed but not approved.
  - There is a new process this year for completing the governance worksheet. Worksheets are to be reviewed with membership and charge updates at the end of the year along with chair selection for implementation the following year.
- III The May 2017 minutes were reviewed but not approved.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - Update - Verizon Wireless Mobility Project. Last reported that Verizon and the District had reached a lease agreement. This agreement and the award to build went to board on March 21. We are currently waiting for an update to the plans and design. It took these past months to work out some issues with the lease that are a bit unclear at this point. Technology will report the next steps as more information becomes available.
      - Last year the department reported that Las Positas College was working with the Tri-Valley Educational Collaborative to equip classrooms on campus for the Middle-College program. The two identified classrooms on campus were 802 and 2206. The department finally met with the project team to over line diagrams, network topology, and scope.

Technology will report as more information becomes available.

- Instructor and user requests for updates and images were completed in the following areas:
  - Building 2400
    - labs 2412, 2414, and 2416 **(130)** Systems
  - Building 800
    - 803 labs **(100)** systems
    - 804/805**(60)** system
  - Building 500 **(35)** systems.
  - Building 700 **(45)** systems
  - In both Building 1800 and 1850 **(80)** systems
  - Building 2100 and 2000 (LRC **(120)** Laptops **(60)** **(195)** systems
  - Building 600 **(45)** systems
  - Instructor Computers in Various Classrooms **(45)** Systems

The approximate total for all existing systems that were updated and/or imaged (**720 systems**).

- In addition to the updates and images there were a number of new computer installs that were completed over the summer.
  - The VCOM program in 713 revives **(30)** new 27" MACS
  - The Theater Design program received **(15)** new 27" MACS
  - Music Piano lab received **(27)**
  - 1651 – New office set up **(2)** computers & networked printer (A/R & Veterans)
  - 4135 – Installed Mac and PC for Adjunct **(2)**
  - 2401 – Front desk system image and install **(1)**
  - 1604-C - New office set up **(1)** computer & networked printer

This count comes in at **(78 new installs)**

- The department also worked on the following items:
  - New Audio Visual install for the Library in room G
    - This include a large LED, Control panel and cable cubby.
    - Still waiting on the AV wall Plate
  - New camera installs for the CDC's non-AMAG classroom and observation room, pc's are all working and usable by students;
    - Staff laptop image was updated
  - A&R Photo ID system and 2 Photo ID Printers were installed. There may still be work that needs to be done here with the databases.

## 2. Open Learning/ TLC – Scott Vigallon

- TLC workshops have been underway for a month. New workshops will be announced after Flex Day, Oct. 24.
- The following DE-related workshops will be offered on Flex Day: Using the OEI Online Course Design Rubric to Meet Accreditation Standards, Making your Canvas Course Site

ADA-Compliant, Canvas Basic, and Canvas Advanced. There will also be a Canvas drop-in session.

Research is ongoing in trying to integrate Follett into Canvas. This integration would allow faculty to request their course materials from within Canvas. Because District ITS says that only faculty will be able to use this service, Canvas is researching the possibility of adding a link in the global navigation menu that would only be visible to faculty, not students.

- The 3C Media Solutions app will be released from Beta testing soon. When it is released, it will be tested, then installed on our Canvas production site, and information will be sent to Canvas instructors.
- The DE Committee has been discussing how to handle merged and cross-listed courses in Canvas. Last June, the CCC's legal counsel told the states' DE coordinators that when students in one section can see the names and email addresses of students in another section, that's a FERPA violation. There are several possible solutions, each with its pros and cons. The district TCC will discuss the issue since it affects both colleges.
- The DE Committee goals for 2017-18 are:
  - Complete the transition to Canvas
  - Revise Student and Faculty DE Satisfaction surveys
  - Implement digital badges for reaching training milestones
  - Adopt the OEI Course Design Rubric
  - Update Regular Effective Contact Guidelines
  - Launch the Online Course Development Program for Canvas
- The CCCs are creating a Proctoring Network that will allow online students to have an exam proctored at a college other than the one in which they are enrolled online. Currently, 19 colleges are part of the network, but it is hoped that additional colleges will join beginning in late spring 2018. The OEI will furnish each participating college with 2 Chromebooks.

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

- Copy Services

The start of the semester went much smoother in the Copy Center this year. Again the Copy Center had another record breaking month for August and broke the 2000 mark with 2053 jobs completed.

- SARS and TutorTrac

There were quite a few requests for SARS work over the summer and into the beginning of fall:

- Made changes to SARS Trak application in Math for the new staff and Math Emporium.
- Continue to make adjustments to the SARS Grid location for Online Counseling and added a SARS Messages e-mail for attended appointments.

- Created a new SARS Grid location that combined EOPS, CARE and CalWORKs. Adjusted SARS Trak and SARS Messages to reflect the new location and settings. Continue to make adjustments as issues are noticed.
- Created a new SARS Grid location for The Smart Shop Series as well as new applications in eSARS and SARS Messages to work seamlessly together. Continue to make adjustments as new requirements arise.
- Created new SARS Trak application for High School Math Tutoring program.

TutorTrac was purchased over the summer for use in the STARR Tutoring Center. Three training and configuration sessions have been completed. Cheri and Pauline will continue to work on the set-up and testing with the hope of moving completely to TutorTrac in the spring and off of SARS Trak.

- Telecommunications System

Over the summer Wendy Pinos and I continued to work with vendors and gathering information as we determine what products would meet our requirements for now and into the anticipated future. Some of the requirements that were mentioned at the last meeting:

- replace our existing system with a “hybrid” system that is capable of (1) maintaining our many analog devices (ie: faxes, emergency phones, equipment and security monitoring modems, conferencing systems, etc.); (2) will provide digital/ TDM (time division multiplexing) desktop phones with no less than the current functionality of our existing phones; (3) is VoIP (voice over internet protocol) capable for the future where it makes sense to do so.
- All phones will have displays; all office phones will have 2-way speaker functionality.
- “unified messaging” so that voice messages can be accessed via e-mail will be a requirement.

Even though the opening of the new classroom building isn't until Fall of 2018 we need to have this new system installed, completely operational and stabilized well in advance of the building's opening and before the Technology Department begins preparation of the building.

#### 4. Website – Tim Druley

- Over the summer a new web server was installed, replacing LPC1, which is much more stable and has resolved many of the issues being reported. This has also enabled some old web pages to be re-coded using current software.
- Working on expanding the Web Advisory Group.
- Going forward any new web pages will be developed using Onmi Update. Currently finishing up pages for Counseling. Will be working on the Grapevine internet site and experimenting with different formats to best house and display this type of information.

## B District ITS – Jeannine Methe

- The WiFi Project was approved by the Board and will increase the coverage on campus in excess of 3x. The current 84 WAPs will be replaced and increased to 350. The vendor will configure and test the WAPs first and then install in phases, building 1600 is in the first phase. Hopefully, the installs will be complete before spring semester begins.
- There are two major upgrades to Banner that are necessary before moving to Banner 9. Banner 9 is required to be in place by December 2018 but there's a great deal of customization that ITS needs to do before-hand. The weekend of Oct 28<sup>th</sup> and 29<sup>th</sup>, Banner will be down for service before registration begins. As requested, there will be a Banner 9 sandbox for users to review the baseline Banner 9 System to determine what CLPCCD customizations will still be required.
- ITS recently installed Cisco Umbrella which adds another layer of security blocking access to links that may have malicious content, example ransomware. If there is a legitimate site that is being blocked, contact ITS for assistance. QUESTION: Isn't there a policy and legal requirements about using other people's sites for instruction, such as FERPA and web accessibility? As far as student information and student IDs YOU SHOULD NEVER BE OUTSIDE OF BANNER, STORING SENSITIVE STUDENT INFORMATION. THAT INCLUDES STUDENT IDs, GRADES OR ANYTHING THAT IS FERPA PROTECTED.
- Part of the educational master planning process feedback was on the helpdesk. New software has been installed and is being configured called Service Now. It is expected to be released to selected users to get feedback from a pilot group from all locations at the end of October.
- There is a small committee that is reviewing all the different planning documents, district wide, and creating a baseline document. Then the technology committees will review the baseline document to see what items are still viable projects, sometime in December. From there the additional categories that were identified last year in the Technology Committee will be incorporated to create the outline of the new 6-year Technology Master Plan.
- The WiFi Portal "Splash page" with disclaimer, this was the response to student complaints of poor WiFi service due to overwhelming mobile device connections. The splash page pops up on the mobile device and requests acknowledgement to connect. This was activated over the summer with complaints from staff. Currently, a new initiative is being worked on to have a separate WiFi connection just for employees. There was discussion as to how best to advertise and roll this out to employees. For students, they will still be directed to the portal splash page where they will need to acknowledge once a day or if they disconnect service. There was concern expressed that this may cause limitations to students trying to access technology. Continue discussion especially with students and ASLPC.

## V Old Business

- A. LPC Master Planning – see Jeannine Methe's report.

- B. The request was made by Scott Vigallon and Jim Gioia to suspend the web accessibility initiative and discussion. No vote was taken.
- C. See Jeannine Methe's report on the WiFi Portal "Splash page" with disclaimer.
- D. The Instructional Content/ FTP sites on LPC1 have been moved over to the new server and will stay on the new server even after we move to Omni Update. Hopefully the data can be migrated off over time. Initiative complete.
- E. See Scott Vigallon's report regarding Follett Discover.

## VI New Business

- A. The charge for the Technology Committee was reviewed and discussed. A suggestion was made to better communicate with the college community regarding campus technology and what the impacts may be. The committee spent time brainstorming this topic.

## VII Good of the Order

## VIII Adjournment at 3:04 pm.

## IX Next Regular Meeting

- November 6th
- December 4th
- January – No meeting
- February 5th
- March 5th
- April 2nd
- May 7th

### Documents:

- Sign-in Sheet

Prepared by: HUlrech