



### 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):

Greg Johns  
Diane Brady  
Elizabeth Verzi  
Lord Brandon Ferrer  
Moh Daoud  
Meghan Swanson  
Drew Paterson  
Jared Howard  
Mike McQuiston

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

Kali Rippel  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Steve Gunderson  
Bruce Griffin

#### Members Absent:

Amy Rel  
Mike Sugi  
Melissa Brown  
Sherman Lindsey

#### Meeting Guests:

# Technology Committee MINUTES

November 4, 2019 | 1:30 | Room 1687

## Meeting Minutes

- I Called to Order at 1:31 pm. Quorum was met at 1:34 pm.
- II Agenda was reviewed. MOTION: To approve the agenda was made by Meghan Swanson-Garoupa and seconded by Greg Johns, unanimous vote.
- III Minutes were reviewed. MOTION: To approve was made by Greg Johns and seconded by Moh Daoud, one abstention.
- IV Staff Reports
  - A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      - No report.
      - QUESTION: Does my cell phone work now? Wireless carriers AT&T and Verizon are up. Sprint and T-Mobile are on hold until after the merger.
      - QUESTION: How does one get access to the digital monitors? Different digital signage monitors have different access rights and users; will have staff put together a listing.
    2. Instructional Technology/ TLC – Scott Vigallon
      - The Course Review checklist for non-OEI courses was revised to make it more streamlined and easier for reviewers to use. Currently, four reviews have been conducted. The rest of the reviews for first-time instructors this Fall will be conducted in the coming weeks.
      - Scott and Eric Stricklen of District ITS tested the auto-merging of officially crosslisted courses on Oct. 16 and 18. It worked well. The first step toward implementing this process is to present to the Academic Senate on Nov. 13, then present at divisions Nov. 20. The purpose is to inform faculty that auto-merging can be done and to determine if they want it done or not. If so, instructors can still use the following tools in merged courses to separate content, etc. by sections: Assignments, Discussions, Quizzes, Announcements, Gradebook, Settings (term dates), and the Attendance app.

- The Summer 2019 success rate of 79% in DE classes marked the highest such DE rate for any semester ever at LPC. The previous high was 78% set in Summer 2018. In addition, that 79% mark equaled the 79% success rate in face-to-face classes in Summer 2019, and this is the first time that has happened in any semester at LPC. The retention rate of 87% was two points below the rate for f2f classes. Finally, Summer 2019 marked the second summer in a row where the course enrollments in DE format were higher than enrollments in face-to-face courses (2,903 to 2,266).
  - Scott joined Chris Lee and fellow counselor Gabriela Discua for a web meeting with ConexEd to discuss the expansion of Cranium Café into specific Canvas classes as a pilot this spring. Students would have the ability to meet in real-time with a counselor directly from Canvas. He also hooked up Greg Johns with ConexEd to discuss the possibility of utilizing Cranium Café for DE technical support for students.
  - Canvas is offering a new Portfolium Network to be integrated within its system. According to Canvas, Portfolium is free to students, has unlimited storage, and students will have access for life. This online portfolio can be obtained after the system admin contacts Canvas. We would most likely need to get Chabot on board so all students in the district can use it.
  - Canvas' New Analytics functionality is now available in Canvas. In addition to gathering data on student work, it allows instructors to email students directly from within the tool. We would most likely need to get Chabot on board so all students in the district can use it.
  - A new Rich Content Editor is currently a feature option in beta but should be available as a feature option in production in November. As of now, the new RCE is scheduled to replace the existing RCE for all Canvas customers on June 20, 2020. This date is also subject to change. No word yet on when this will be activated in our account.
  - A new Microsoft Immersive Reader, which improves accessibility by allowing text-to-speech and making text more consumable inside Canvas by offering it in different sizes and colors, is currently a feature option in beta. This functionality only works in Pages (not discussions, assignments, etc). It is currently free.
3. Telecommunications/ Copy Services – Heidi Ulrech
- SARS  
Two new SARS Trak kiosks were configured and installed in: Student Life and Learning Communities. QUESTION: What is SARS? SARS has different products that are used in different ways across campus. SARS Trak is used to capture student usage for a desired program. This data can be used to report non-credit apportionment or for program reviews.
4. Website – Tim Druley

- There is an initiative to redesign the Financial Aid web site. With the new state funding formula, a significant amount of funds are based on students with financial need so there is a strong push to streamline this site.
- The web master is taking requests from faculty to advertise spring courses.
- The bugs in the new student orientation program have been worked through thanks to help from Eric Stricklan in ITS. In addition, there continues to be pressure on the developing company to make sure that all content is accessible, they say that they are working on it.
- The vendor for the student orientation project made mention of a FAQs portion of the project; will report back on that after more information is provided. Jared Howard noted that he understands that it is a commonly asked questions page.
- COMMENT: With regard to the “Open Classes Seeking Students” page, could an announcement be made to instructors to keep their classes open until the last day of add/drop. When the class is closed students cannot register for it and is thus a deterrent. It was mentioned that this happens when an instructor goes into ClassWeb and selects “Opening Day Roster.” Is there a way that this can be better stated in ClassWeb? Bruce Griffin will have his staff look into this but there may be restrictions that aren’t flexible.

## B District ITS – Bruce Griffin

- The Chief Technology Officer has hired a new position, Executive Assistant.
- The TCC (Technology Coordinating Committee) is being reviewed for its charge and membership which has become more involved than expected.
- Looking to revitalize the Banner User Groups (ie: Student, Financial Aid, Human Resources, Fiance, etc.)
- Phishing attempts (e-mails) have been on the increase. ITS is working on inserting an “external” stamp on e-mail coming in from outside to indicate that it is not from an internal sender. The issue that is causing caution from moving forward is that there are a number of valid e-mail systems that the District uses that are separate from Exchange/ Outlook that would them be flagged (ie: Constant Contact from the Public Information Office as well as SARS Messages).
- There are a number of FFC (Funding Formula Committee) project proposals, which will be moving forward, that are technology and software related. This follows along with Tim Druley’s report regarding Financial Aid changes do to the new Student Centered Funding Formula.
- In the process of closing out the Maxient project which will better track and report discipline instances between the colleges. This was funded by a grant for both colleges.

- The CampusLogic project is winding up, which is the portal for financial aid applications.
- Hoping to have a demo at the next meeting of the new Zone portal, that is in development phase. QUESTION: Is it the intent to replace ClassWeb with the Zone? The Zone will host employee and student e-mail as well as ClassWeb. The hope is to eventually host all college products on the Zone. It was noted that often students are encouraged to log into these online products directly and not use a portal. How can there be assurance that there won't be access limitations by using the portal? The first step is to get to the current version of the portal upgraded on the backend, and work from there. QUESTION: What is the Zone? It was intended to be a single point of entry for students to access their e-mail, ClassWeb, BlackBoard, etc. but its functionality was less than desired and not marketed.

## V Old Business

- A. Steve Gunderson and Bruce Griffin are meeting with the Chabot Technology Committee Chair, Nathaniel Rice, this week to determine how the different Technology Plans can be prepared to complement one another.
- B. Follett Discovery project is on hold. QUESTION: This topic has been on Old Business for a long time, is it ready to be removed? The last discussion was to clarify if there is something in the contract with Follett that states that we are to utilize this functionality as opposed to at our discretion. Follow up with the VP of Administrative Services regarding the college's requirement to enable Follett Discover.
- C. Continued the review of Accreditation Technology Standards – III.C.3
  - Request for additional language in the Technology Committee charge that includes accreditation involvement. Add to the agenda for next semester to update the committee charge.
  - The questions in this standard overlap with evidence noted in the other two standard reviews.
  - Evidence gathered is to be submitted to the Webmaster for archiving.

## VI New Business

- A. (Accreditation) Steve Gunderson discussed the new Audio/ Visual standards that have been developed based on conversations in the user groups for the Measure A construction projects (ie: Building 1000, Building 2100 remodel, and Public Safety, Automotive and Welding Building). These user groups have consisted of faculty and staff as well as administration from very diverse disciplines such as: Math, English, Public Safety, Technical Vocation, Computer and others. The Standard is the minimum requirement needed for an instructional classroom:
  - Laser driven projectors (without bulbs)
  - Assistive listening
  - Custom instructor desks and mobile podiums
  - Mirror casting
  - Speakers

- Vizulizers
- Wolf Vision document cameras
- Sure microphones

An instructor should be able to walk in and remotely connect, they should be able to use the desktop device or a mobile device.

QUESTION: In the new building do the lights come on when the projector is turned off, that was an issue with today's safety drill? Yes they do, good point, we need to look into that.

QUESTION: What about VGA connections? VGA connections are still in the standard. The system allows: 15 pin VGA with audio, HDMI and display port; in addition to there is AC power, USB charging, and network connections. QUESTION: Are there going to be more plugs for students? Yes, in B2100 there is a request for AC power in the student desks. QUESTION: What about PC standards? PC desktop computers should stay HP for the remainder of this cycle of computers.

- B. (Accreditation) This past spring Scott Vigallon included the College Technology Department in the annual DE employee satisfaction survey. There were seven questions scoring from strongly disagree to strongly agree and N/A with 39 responses. The results were reviewed as well as the comments. Steve Gunderson stated that he would review the comments with his staff and report on the survey in program review. Discussion continued particularly around the six consistent strongly disagree responses for each of the questions. It was noted that in some cases the respondent marked strongly disagree but the comments were positive. Nothing in the comments were unexpected and some of the comments did not appear to be relevant to LPC Technology Department. RECOMMENDATION: That accreditation topics are given special identifier in the minutes.
- C. No further discussion of collaboration needs.
- D. Greg Johns stated that he has begun drafting an outline for a Smart Shop Workshop on using technology for student success. A shared document has been set up at [tinyurl.com/zonemail](http://tinyurl.com/zonemail) for others to add suggestions regarding this project. The deadline for getting on the Smart Shop calendar for next semester is coming up. Could this information be better presented and absorbed with a more on-demand format?

## VII Good of the Order

- LPCSG has "The Market" once a month to support food unstable students and employees. They are having trouble getting a wifi connection outside during these events. Have the faculty coordinator of this event contact College Technology to set up a temporary resource for wireless connectivity.

## VIII Talking Points

- Contact Tim for posting classes seeking students.
- Student orientation is all working.
- New Zone portal coming in the Spring.

IX Adjournment at 3:24 pm.

X Next Regular Meeting

- January – Winter Break, No Meeting
- February – 3rd
- March – 2nd
- April – 6th
- May – 4th

Documents:

- Sign-in Sheet
- Survey Results

Prepared by: HUIrech