



# Technology Committee MINUTES

November 2, 2020 | 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 6

### Members Present (non-voting):

Drew Patterson  
Steve Gunderson  
Scott Vigallon  
Heidi Ulrech  
Tim Druley  
Bruce Griffin

### Members Present (voting):

Anette Raichbart  
Angelo Bummer  
Mike McQuiston  
Ruchira Majumdar  
Collin Thormoto  
Mike Sugi  
Amy Rel

### Members Absent:

Jared Howard  
Hermina Sarkis-Kelly

### Guests:

Chasity Whiteside

## Meeting Minutes

- 1) Called to Order at 1:33 pm. Quorum was met. Discussed scenarios for chairing the committee. MOTION: D. Patterson volunteered to assist with setting the meeting agendas, and facilitating the meetings; M. McQuiston volunteered to attend College Council while it is still virtual; C. Thormoto agreed to provide a report to Academic Senate since he is a Senator. C. Thormoto moved and M. McQuiston seconded - Unanimous.
- 2) Agenda was reviewed. MOTION: To approve by M. McQuiston, and second by A. Raichbart – Unanimous.
- 3) Minutes for October were not available.
- 4) **Staff Reports**
  - A. College
    1. **Computer/ Network/ Audio/ Visual**
      - Nothing new to report.
      - Follow up on discussion from last meeting regarding listing of software available to faculty: Working on placing information on the website.
    2. **Instructional Technology**
      - No word yet on whether or not the state chancellor's office will fund Ally, Labster, Proctorio, and Cranium Café past December.
      - At the CanvasCon online conference Oct. 15, Canvas announced several improvements to its product, including Discussions (a new interface, the displaying of newest posts first, and multiple due dates), accessibility (an optional high-contrast mode and better responsiveness when resizing the browser window), and improved analytics.
      - Canvas shells for Spring 2021 courses are scheduled to be created Nov. 3. Students won't be added until early January.
      - The Follett Discover Access link sought by bookstore manager Nolan Howe was placed in the course navigation menu of the new Student Support hub.

- The Office of Academic Services submitted 84 programs to the ACCJC to be approved for Substantive Change. Each of those programs had to be submitted because students can complete over 50 percent of the required units at a distance.
- On Oct. 19, the California Community College Chancellor's Office of General Counsel issued two legal opinions relating to real-time captioning and cameras as requirements in live, online synchronous classes.
  - The first question posed to the state was: Is real-time captioning required in live synchronous online classes offered in California community colleges? The narrowed down answer is yes, if the class includes deaf or hearing impaired students.
  - The second question posed to the state was: Is it permissible for California community college faculty to require students to keep their cameras on during live synchronous online instruction? The answer: "While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws. However, if there are circumstances where full audio and visual student participation is essential to instruction, a carefully tailored cameras-on requirement might be appropriate. Community college districts should adopt policies to address these issues to ensure faculty and students are fully informed and that it respects concerns related to personal educational privacy, access, and equity."
- A Canvas global messaging policy was agreed upon by the LPC Executive Council: LPC may use global messaging to push out "changes to policy and services that need to be communicated evenly to students." This means that we would not use global messaging for events and campaigns. Everbridge will be used for urgent messages.
- The DE Committee's recommendation to upgrade to the district-wide implementation of ConferZoom was brought to the district Technology Coordinating Committee on Oct. 9. No action was taken because Chabot had yet to discuss the issue.
- The DE committee's recommendation to deactivate past semesters beyond one year while sending data from Banner to Canvas was brought to the district TCC on Oct. 9. No action was taken because Chabot has yet to discuss the issue.
- Canvas announced Oct. 15 that it has an agreement with Microsoft to integrate MS Teams and other Office 365 tools into Canvas. Teams is Microsoft's competitor to Zoom and would replace the current Conferences tool (Big Blue Button).
- Online course student surveys were launched at 11:59 p.m. Oct. 22 using the new EvaluationKit tool. The surveys will be available until Nov. 5. The process for reporting results has not been officially decided yet.

### **3. Telecommunications/ Copy Services**

- Telecommunications System – nothing outside of the ordinary
- SARS – this past month there's been discussion on how the college can begin opening to support the college's most impacted students and was asked to do some work on the SARS

system as it relates to tracking student usage of areas in case there should be a need to do “Covid contact tracing.”

- QUESTION: Any follow up information on the renegotiating of the Ricoh Agreement? There was a response from the Managed Services account reps that it is not possible to support a monthly credit for the additional employee that we are not utilizing at this time. What was offered was to prepare an addendum to the contract to change the FTE from 2 down to 1 which could possibly change other terms that are currently in the contract and may increase costs down the road over what is currently set.

#### 4. Website

- Recently placed a footer on the web site for the CARES Act and reporting how much funding is going to students.
- The Spring 2021 web pages have gone live with updated information being posted as it becomes available, the link is on the home page. Would like to look at some of the analytics and page clicks for these pages at future meetings.
- Spring 2021 class schedule has gone live.
- Maxient is now being used to capture student complaints and grievances with fillable forms. QUESTION: Where are these forms being sent to? Suspect that they are going to the VP of Student Services Office.
- Working with DocUSign and secure digital signatures to address issues surrounding all the forms required for concurrent enrollment to be signed by parents and high school administrators. Chabot is looking at doing something similar.

#### B. District ITS

- Getting ready for registration to begin this month so a number of Banner projects are in progress for that.
- The DegreeWorks upgrade is underway and waiting for Chabot to finish. Once both colleges are ready then it can be used to run data that can be used to support some of the SCFF funded special projects. This should help to identify students ready for degree awarding.
- The e-mail servers that have been causing the most problems have been removed from the cluster. The next step is to upgrade the three remaining servers on-site and then prepare to move to the hybrid mode. Hybrid mode will store data both on-site and in the cloud. Still working through the details of how hybrid mode will work for mobile devices.
- The CRM/ Recruit tool for Banner that is used for outreach, is being upgraded now through December. This will help to track students through the process of applying and provide reminders of next steps and deadlines. In January three pilot groups will begin to use it.

- The CAN (College Agile Network) project with CSU East Bay, the data and technology teams have been meeting. At this point the plan is to continue to use the software currently owned.

## 5) Old Business

A. The LPC Technology Plan – on hold.

B. Collaboration Needs with Colleagues and Students – nothing new to report.

C. Looked at different faculty profile pages from different colleges/ universities. Some of the key discussion points:

- Would like to see additional fields available in the LPC directory for: photo, courses taught, link to department web page, professional bio;
- Is this intended to be used by everyone in the directory? Will it look out of sorts if adjunct or classified choose not to? Who will take the lead to get people to complete their profile? The web pages can be designed so that if a field isn't populated it won't appear.
- Many faculty already have bios in Canvas or other locations, can it be pulled in or linked?
- Draft templates of what content would be appropriate for the bio section (have limited number of characters available), how to identify poorly written bios that may not reflect well on the college?
- The contact info will be pulled from a database but the bios will be entered directly into the page.
- With these profile pages it is possible that they could come up in a Google search on the person. (maybe even higher than "rate my professor") Could help visibility of the college as well.

Next steps may be to have more discussion with the Webmaster and his supervisor to flush out what would be involved as well as to bring the proposal to the Academic Senate and College Council to see how it is received.

D. Technology Use under Emergency Circumstances - Nothing new to report.

## 6) New Business

A. Technology topics of Conversation in Guided Pathways – deferred to next meeting

B. Student Canvas-created Tool – A couple of students made a presentation to the Distance Ed Committee on their project of building a Chrome extension that allows students to be able to view their Canvas assignments without logging into Canvas. To proceed with this the students need access to a developer key in Canvas (ie: third party code). The Distance Ed Committee had minimal comment to the proposal. Key discussion points:

- Project shows great student initiative.
- Concern with student privacy.
- Third party vendors are allowed access to this code but with contractual terms.
- Very risky to give out developer code which could open the door to potential misuse and privacy violations.

Scott Vigallon will communicate with the students that the project cannot be supported by the college.

C. Recently ThankView provided a demo of their cloud based application to the college outreach staff, Foundation and VP of Academic Services. The application allows for the creation of personalized videos for donor engagement, charities and etc. for use by our Foundation. Academic Services is interested in also using it for outreach purposes and boosting spring enrollments. Funding is available for it and it doesn't integrate with college/ district systems; however, csv files with student information will need to be uploaded to the ThankView application. It was noted that this application has a lot of overlap of capabilities with the Recruit software that is in progress and getting ready for piloting by District ITS. However, with the urgency of spring enrollments there is a need to utilize this capability immediately and not wait for the phased in rollout process of Recruit. Since the Foundation is a separate entity from the college/ district it is expected that they could use ThankView on a more long term basis. QUESTION: What is the cost and term of contract? The cost is unknown to us and is expected to be picked up by the Foundation; the term of contract was tailored to be for only one year to start. The one piece that remains to be addressed is how the college implements using the application: who will have access; what levels of access; who will be responsible for approving messages and content; etc. VP Whalen will be taking the lead on this piece. QUESTION: Should the college decide not to continue to use this application after the first year, is there an export function to download the contacts for later use? Can't specifically respond to this question, however there are many built in reports that should be able to be saved to the desktop. One part of the vendor contract that should be looked at is the data ownership terms. There were no objections from the committee to moving forward with ThankView.

**7) Good of the Order - None**

**8) Talking Points - None**

**9) Adjournment** at 3:09 pm by Chairperson Patterson.

**10) Next Regular Meeting:**

- December 7th
- January – Winter Break (No Meeting)
- February 1st
- March 1st
- April 5<sup>th</sup> – Spring Break (No Meeting)
- May 3<sup>rd</sup>