



Technology Committee MINUTES

November 1, 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

❖ 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.

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
Michelle Gonzales
Ruchira Mujamdar
Jared Howard
Collin Thormoto
Hermina Sarkis-Kelly

Members Absent:

Jamila Jabbar
Tamica Ward
Michael McQuiston

Guests:

Chasity Whiteside

Meeting Minutes

1. **Call to Order at 1:34.** Quorum was met.
2. **Reviewed the Agenda;** MOTION: to approve by J. Howard and seconded by C. Thormoto.
3. **Review of May Minutes:** MOTION: to approve by C. Thormoto and seconded by A. Raichbart.
4. **Staff Reports**
 - A. College
 - i. Computer/ Network/ Audio/ Visual
 - Nothing new to report.
 - ii. Instructional Technology
 - HyFlex training will take place over five days during November and December. An initial group of 20 instructors will participate. The training will be conducted by Dr. Brian Beatty, an Associate Professor of Instructional Technologies in the Department of Equity, Leadership Studies and Instructional Technologies at San Francisco State. There was a Flex Day kickoff session Oct. 28 for trainees and anyone else who wanted to attend. The instructors in the training program will be paid at the F-rate and agree to serve as a resource for any future HyFlex workshops. They are also supposed to teach HyFlex in the spring. The classroom technology is being prepared by the LPC Technology Department, and we will need to train the instructors in using it prior to the spring semester.
 - Because the state recently added another proposed change to the Title 5 language on Distance Education, the approval of the DE Committee's revised DE Interaction Guidelines has been postponed.
 - The annual DE student satisfaction survey is scheduled to be launched December 1. The committee updated the survey with the inclusion of new tools that have been rolled out recently.
 - Canvas shells will be created Nov. 8, which is one week later than normal. This will give the scheduler more time to make changes based on HyFlex teaching.

- There will be one more demo on New Quizzes this semester, Dec. 2. Hands-on training will commence in the spring. A [New Quizzes web page](#) has been set up on the Online Learning site.
- At its meeting Oct. 8, the District Technology Coordinating Committee approved as a goal for this year developing a board policy and administrative procedures on web accessibility. It will also review the board policy and administrative procedures on Distance Education.

iii. Telecommunications/ Copy Services

- The FCC (Federal Communications Commission) along with the telecommunications carriers in the area, are in the process of implementing a new 3-digit number for suicide prevention and mental health – 988; this new number will go into effect this coming summer (not yet). In preparation for this new number the local carriers needed to change the dialing sequence for all calls from the 925 area code to numbers within the 925 area code to an eleven digit dialing sequence. For LPC that means dialing 8+1+925-(prefix)-(number).

iv. Website

- Posting of Accreditation evidence should now be complete (as far as that which has been submitted to date) Approximately 1700 pieces of evidence have been submitted.
- Has been working to transition the new person who has taken over management of the District web site – Chasity Whiteside.
- On the District website the Covid dashboard went live last week. There is a link to this on the LPC home page.
- Covid vaccinations are now available on campus every Wednesday and there is a banner on the home page for this.

B. District

- Congratulations to Chasity Whiteside in her promotion to Administrative Systems Analyst. In addition to managing the District website there will be other projects including the use of Adobe Sign. A few other positions in ITS have had failed recruitment processes: Application Service Manager and Security Systems Analyst; with Chasity's promotion the Executive Assistant position is now open.
- There was a Banner upgrade the previous weekend. This upgrade set things in motion for the Ethos project and additional tools for the Recruit application.
- There was a session on Flex Day demoing the Advise application for student retention and case management, that is also provided by Ellucian. QUESTION: When will Recruit and Advise come online? It will take about 6 months configure and tailor for our needs. The

contract is expected to be approved at the November Board Meeting. QUESTION: Can recruit be used for outreach to businesses or just students? It may be able to be used to do some outreach to businesses with campaigns, but it does feed back into Banner. QUESTION: Who has access to Recruit, do faculty or counselors have access or is it automated? Most likely the Outreach Specialists to start with, but the colleges' can identify additional access. No set number of licenses.

- A lot of work is in progress regarding the Covid vaccine mandate and the uploading of vaccination data for review. The product Cleared4 was selected for use by students for uploading of their vaccination date. Cleared4 will be communicating directly with students by e-mail and some text messaging. Students taking a class with a face to face component will need to have their vaccination status recorded. The approval process for class registration through Cleared4 should take about 48 hours after the vaccination information has been submitted. This is not required for online only classes.

5. Old Business

A. LPC Technology Master Planning – In progress with a RFQ.

B. Collaboration Needs with Colleagues and Students – QUESTION: The Smart Shop workshops have the workshop links and passwords all on one page to make it easier for the student. Recently, there has been a frequently occurring Zoom bomber and so the workshop leaders have set up workshops with a waiting room and not let the bomber in, which has been successful. Are there other ways to address this problem? In addition to using a waiting room there is also a way to put an address on a permanent block list. If it's helpful, there's a section on our ConferZoom page called Avoiding Bombing:
<http://www.laspositascollege.edu/onlinelearning/faculty/canvas/conferzoom.php>

C. Technology Use under Emergency Circumstances (what we did; what worked; what to consider next time) – There has been a lot of conversation around the college regarding the use of HyFlex instruction. Recently, some Academic staff, Distance Ed staff, and Technology staff set up a test classroom to demo some equipment that has been acquired. There are some classes scheduled for Spring as HyFlex instruction so the technology staff is trying to get something in place before January to accommodate the need with timing constraints. In the meantime, there will need to be a deeper exploration and discussion regarding available technology and development of standards for this type of classroom environment going forward. The current faculty going through HyFlex training through SF State will be encouraged to give feedback on technology used in the classroom but is not part of this professional development. HyFlex teaching consists of a camera in the room that follows the speaker. Currently, the faculty will have the choice to teach the class live, live online, asynchronous, or a combination of all three. When uploading the recording into Canvas, the best process would be to upload into Canvas Studio for captioning first. QUESTION: Faculty have been instructed not to upload classroom video due to FERPA?? There are Grace Guidelines
http://www.laspositascollege.edu/onlinelearning/assets/docs/grace_guidance.pdf.

D. Technology Topics of Conversation in Guided Pathways – There were a number of Flex Day sessions with Guided Pathways components. The District report above discusses some of the topics. QUESTION: What will Recruit and Advise be using for text messaging? They use a

third-party product Twilio. It may still be a good idea to have an additional text messaging solution for messages that aren't supported by Banner products. QUESTION: Another conversation that has been ongoing is auto awarding of degrees, is there a reason why this isn't moving forward? One concern that has been brought up is the potential for proactive degree awarding to impact various student statuses such as with financial aid; there are students who would be positively impacted and some who could be negatively impacted. QUESTION: Do we have any way to encourage DegreeWorks to make changes to their program, some significant limitations to the program have been identified? The servers that DegreeWorks runs on needs to be upgraded before we can go to the next version; this upgrade process is very involved and has a domino effect on other platforms which is slowing this down. We can request that enhancements be made which would most likely be put in in future versions. We could also consider creating a user group specifically for DegreeWorks to discuss topics of concern.

E. Website Analytics and Home Page Discussion – Defer

F. Text Messaging and Student Communication Platforms – Meeting of the task force is scheduled for Wednesday.

6. New Business

A. Forms and Workflows: Jared H. and Bruce G. have not yet had a chance to connect regarding options for Student Services.

Tim D. recently used Microsoft 365 Forms to create a questionnaire for Accreditation and was able to do just about everything that was desired including branching to another question. It does have some capability to restrict who uses it and send alerts when there's been a submission. QUESTION: Are there any issues regarding confidentiality and signatures? Don't know about signature capability with 365 Forms. Always advise to avoid asking for SSN or other highly sensitive personal information but, 365 is secure as long as we follow proper password guidelines. 365 products are what we should be using; whereas Google products are outside of our domain so we have no control over how documents stored there are handled.

The complicated aspect of this topic of forms and workflows is that there is no one solution for every need.

QUESTION: Is Adobe Sign something that can be used to sign timesheets and other PDFs? Adobe sign is one of the applications that the new Administrative Systems Analyst will be working with users on how to use. Adobe Sign has workflows and is a little different than just needing to sign a PDF, Adobe Acrobat can be used for just electronic signatures.

7. Good of the Order - None

8. Talking Points – None

9. Adjournment at 2:48 pm.

10. Next Regular Meeting:

- December 6th
- January – Winter Break
- February 7th
- March 7th
- April – Spring Break
- May 2nd