



# TECHNOLOGY COMMITTEE Draft Minutes

November 7, 2022/ 1:30 PM

Quorum: 5

Recorder: HUlrech

LPC Mission Statement	LPC Planning Priorities	
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 life-long learning.	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.
<b>Chair (non-voting)</b>	<b>Faculty Association</b>	<b>SEIU</b>
<input checked="" type="checkbox"/> Drew Patterson	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<b>Academic Senate</b>	<b>Classified Senate</b>	<b>Student Senate</b>
<input checked="" type="checkbox"/> Justin Garoupa <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Mike McQuiston <input checked="" type="checkbox"/> Ruchira Majumdar <input checked="" type="checkbox"/> Jared Howard	<input checked="" type="checkbox"/> Hermina Sarkis-Kelly <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant <input type="checkbox"/> Vacant
<b>Vice Presidents</b>	<b>Deans</b>	<b>Faculty</b>
<input checked="" type="checkbox"/> Anette Raichbart	<input type="checkbox"/> Tamica Ward	<input checked="" type="checkbox"/> Collin Thormoto
<b>College Technology Staff (non-voting)</b>	<b>District ITS Staff (non-voting)</b>	<b>Guests</b>
<input type="checkbox"/> Steve Gunderson <input type="checkbox"/> Scott Vigallon * <input checked="" type="checkbox"/> Heidi Ulrech * <input checked="" type="checkbox"/> Tim Druley * *May vote as Classified Senate Representative	<input checked="" type="checkbox"/> Bruce Griffin	<input checked="" type="checkbox"/> Shriya Shah <input checked="" type="checkbox"/> Dionica Ramos <input checked="" type="checkbox"/> Dyrell Foster <input type="checkbox"/> Name

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p><b>Call to Order</b>  <i>For information</i></p> <ul style="list-style-type: none"> <li>• Meeting called to order at 1:32 pm.</li> <li>• Quorum was met.</li> </ul>	
2.	<p><b>Review &amp; Approve Agenda</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>• Agenda was reviewed. MOTION: To approve by Justin Garoupa and second by Jared Howard.</li> </ul>	
3.	<p><b>Review &amp; Approve Prior Minutes</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>• Minutes from October 3rd were reviewed. MOTION: To approve by Justin Garoupa and seconded by Mike McQuiston with two abstention.</li> </ul>	
4.	<p><b>Action Items</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
5.	<p><b>Staff Reports</b>  <i>For information</i></p> <ul style="list-style-type: none"> <li>• College <ul style="list-style-type: none"> <li>○ Computer/ Network/ Audio/ Visual <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> </li> <li>○ Instructional Technology <ul style="list-style-type: none"> <li>▪ The district Technology Coordinating Committee (TCC) indicated that it will try to figure out what to do with requests from users to install Zoom apps. There are thousands of apps, but we need to make sure that if we allow installation of Zoom apps that these apps are ADA- and FERPA-compliant. A meeting among Zoom admins is supposed to be scheduled to begin this process.</li> </ul> </li> </ul> </li> </ul>	

- The TCC would like to disable the ePortfolios tool in Canvas after this semester, if not sooner, because of the discovery of hacking in this tool. Students using ePortfolios will be notified and told to download their content and that they can use the newer Folio tool in Canvas, which is also an eportfolio tool. Scott will work on this issue with Chabot.
- Fourteen instructors completed training in the fall cohort of HyFlex training.
- Among the goals that the DE Committee will tackle this year are: 1) Increase the number of classes that are aligned to the OEI Course Design Rubric. 2) Develop recommendations or procedures/guidelines for student access to courses once a term ends. 3) Develop a process for deciding what to do with content in a Canvas course belonging to an instructor who no longer is teaching that course; and 4) Publicize the minimum standards for DE instruction.
- Canvas announced October 26 that it has removed the June 30, 2024, deadline to migrate from the current Classic Quizzes tool to New Quizzes. The DE Committee agreed last year to begin preparing for New Quizzes in January 2023. With no more deadline, the committee will wait until January 2024 to revisit a plan to roll out New Quizzes. Chabot will have to be on board.
- Those who have Teacher access to non-instructional Canvas courses that enroll students will be asked if those students are enrolled voluntarily or involuntarily. Non-instructional courses that enroll students involuntarily are possibly not FERPA-compliant because students can see and interact with other students. Scott will contact those with Teacher access to these courses to tell them he can disable the interactive tools in Canvas.

○ **Telecommunications/ Copy Services**

- Telecommunication projects that were in discussion last spring have been slow to progress.
  - The Scope of Work for the Avaya CMS reports upgrade has been moved forward to Purchasing for signature on the contract and a PO.
  - Reviewed the Scope of Work for the e911 upgrade and will be scheduling another meeting with the vendor to go over the details.
- Student Services has been looking a lot at SARS and how it is working for them and what modifications can be made to improve service to students.

○ **Website/ Home Page Analytics**

- A few months ago, plans were being made to start a conversation about updating the website home page and how it should look and function. During this time Tim Druley had been working with Guided Pathways to develop webpages and templates with a new look.
  - In working with Guided Pathways and Student Services a common theme of less text and easier navigation was noted.

	<ul style="list-style-type: none"> <li>• There is a new rotator with images and text to improve way-finding and accessibility.</li> <li>• A red bar in the middle with icons/ links to important college functions.</li> <li>• A feature area to highlight important topics.</li> <li>• Media section with calendar of activities being pulled in from different pages and important announcements.</li> <li>• At the bottom: social media icons and important links.</li> <li>• Any new requests for space on the home page will be reviewed by the Executive Staff.</li> <li>• QUESTION: Will there still be the same restrictions with Google analytics? Analytics will still function the same.</li> </ul> <ul style="list-style-type: none"> <li>▪ There will be a kick-off meeting for the online catalog on Monday.</li> </ul> <ul style="list-style-type: none"> <li>• <b>District</b> <ul style="list-style-type: none"> <li>○ The Technology Master Plans will go to Board for approval.</li> <li>○ The new portal (replacing ClassWeb) is still on track with the first version ready for testing the end of the month. The login change away from ZoneMail address to W-ID has been made. ClassWeb for employees will be later after student roll-out. QUESTION: Will this Computer Center be able to participate in the SSO pilot, since the Center assists students with navigating ClassWeb? There can be some demos and trainings on this.</li> <li>○ Banner self-service migration from 8 to 9 is progressing which will have a more current feel. There will still be a lot of customization to do.</li> <li>○ Next week will begin more meetings on the Advise product.</li> <li>○ Spring enrollment is coming up and there have been over 40,000 messages sent out to prepare students for this.</li> <li>○ Continuing to work with Kennedy Company on the enrollment project and are expecting to get very good information from their report.</li> <li>○ Continuing to work on network security projects at the district and college level.</li> </ul> </li> </ul>	
6.	<p><b>Old Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• <b>LPC Technology Master Planning</b> – See the District report.</li> <li>• <b>Collaboration Needs with Colleagues and Students</b> – On hold.</li> <li>• <b>Technology Use Under Emergency Circumstances (What we did; what worked; what to consider next time)</b> <ul style="list-style-type: none"> <li>○ <b>Technology for Hy-flex Classrooms</b> – 14 faculty are going through training right now.</li> </ul> </li> <li>• <b>Technology Topics for Conversation in Guided Pathways</b> – There is a Student Services workgroup looking at onboarding. Cranium Café software has been renewed for another 2 years; a demo of the software was viewed</li> </ul>	

	<p>showing additional tools such as: appointment scheduling and case management. The current conversation has been about how to use the all the technology the college/ district currently owns, and what would work best for the college and students. It was noted that software that needs to interface with student data and ERP systems (enterprise resource planning) will require a level of ITS support, even if the software is cloud based; it would be good to include ITS staff in these demos.</p> <ul style="list-style-type: none"> <li>• <b>Forms and Workflows</b> – On hold.</li> <li>• <b>Security Certificate for Website</b> – The website resides on Azure servers in the cloud. The tenant that the website was originally configured on is outdated. The site will need to be moved to a new server with a current version of Microsoft that the district is on; then work on applying security certificate. There is still the issue of the load balancer when it's in front of the servers.</li> <li>• <b>GoPrint Wireless Student Printing</b> – Still pending.</li> </ul>	
7.	<p><b>New Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• Website refresh with Dr. Foster and Dionicia Ramos; see the website report above.</li> <li>•</li> </ul>	
8.	<p><b>Good of the Order/ Information Items</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>• None</li> <li>•</li> </ul>	
9.	<p><b>Future Agenda Items</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
10.		

**Meeting adjourned at: 2:23 PM**

**Next meeting:**

- December 5th
- January – Winter Break
- February 6th

- March 6th
- April – Spring Break
- May 1st