



# TECHNOLOGY COMMITTEE Minutes

February 5, 2024/ 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"/> Cindy Rosefield <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 checked="" type="checkbox"/> Shriya Shah <input checked="" type="checkbox"/> Yvette Nahinu <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 type="checkbox"/> Vacant	<input checked="" 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 checked="" type="checkbox"/> Steve Gunderson <input checked="" 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"/> Kristen Whittaker <input checked="" type="checkbox"/> Jennifer Farber

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 Collin Thormoto and second by Mike McQuiston.</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 December 4th were reviewed. MOTION: To approve by Collin Thormoto and seconded by Ruchira Majumdar.</li> </ul>	
4.	<p><b>Action Items</b> <i>For action</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
5.	<p><b>Staff Reports</b> <i>For information</i></p> <ul style="list-style-type: none"> <li>▪ <b>College</b> <ul style="list-style-type: none"> <li>○ <b>Computer/ Network/ Audio/ Visual</b> <ul style="list-style-type: none"> <li>▪ Currently reviewing quotes and scope of work for B1600 audio/ visual upgrades to include classrooms, conference rooms and the cafeteria.</li> <li>▪ Projects in the initial planning phases are the theater audio/ visual upgrade and theater monitor systems (B4000). Have met with user groups and are working with vendors to develop scope of work and equipment list.</li> <li>▪ Expanding virtual server environment by adding a new host server and expand storage and memory resources to take us through the next 5 years.</li> <li>▪ Building 1000 is having all the lamp projectors replaced with laser projectors over the next couple</li> </ul> </li> </ul> </li> </ul>	

of months. Installs will be coordinated around class schedules. QUESTION: How are the projectors different? The current projectors are an older technology that use lamps and cost \$450 to replace and the new laser projectors do not have lamps.

- Building 1800 and 1850 are also scheduled for complete audio/ visual upgrades. However, the process of spec'ing equipment and bidding has not begun yet.
- Doing initial assessment of campus computer systems in preparation to begin the next computer life-cycle replacement project. The life-cycle replacement process was suspended during Covid.
- The Technology Department is in the process of hiring a Computer/ Network Support Specialist I to fill a vacancy. Expect the hire to go to Board in March if selection is made.

○ **Instructional Technology**

- The first graphical global announcement emanating from Guided Pathways was posted to Canvas on January 26. There will be more to follow. Several people had a hand in this project, including Tim Druley and members of the Guided Pathways Steering Committee.
- The Student Support Hub in Canvas was replaced with Guided Pathways' new Support & Belonging platform on January 10. The link still says Student Support Hub so instructors wouldn't have to hurriedly modify all references to it in their syllabi and in their classes. A change was made January 18 to give everyone in Canvas, not just students, access to the new platform.
- On January 18, the state chancellor's office announced that the Pope Tech Dashboard is being made available to all CCCs at no cost. The Dashboard integrates with the Pope Tech Instructor Accessibility Guide, which we've been using in Canvas for several years, and it allows instructors and Canvas admins to review Canvas courses for potential accessibility errors, and prompts instructors with the necessary changes to fix issues. The Instructor Dashboard gives instructors an overview of accessibility for each individual course, as well as an overview of all the courses they teach. The dashboards help them see where accessibility issues are and takes them to where they can fix those issues. After consultation with Chabot, a decision will be made if and when to implement the Dashboard.
- The Spring 2024 TLC workshop schedule includes six workshops on artificial intelligence, along workshops on the updated Canvas Discussions and Rubric tools. As a reminder, a new interface for Discussions in Canvas will be enforced on July 20, 2024. Since July 20 is in the middle of the summer session, the new interface will have to be enforced locally just before the first summer session begins. Canvas is looking to launch Phase 1 of its rollout of the upgraded Rubrics tool in April. Initially, both old and new rubrics will coexist. Subsequently, Canvas will phase out the current Rubric system.

- @ONE's Spring 2024 webinars schedule begins February 9 with a session titled Exploring & Adopting OER in Online Math Courses. There are 12 other webinars. Faculty can register for any of the workshops on the [CVC's @ONE web site](#).
- Scott has been working with Psychology instructor Irena Keller to set up non-instructional Honors courses for faculty who have student participating in the Honors Program. As of today, 30 courses have been created.
- Canvas is working on a new method for creating content, called the block editor, and is planning to release it in the second half of 2024. According to Canvas, the block editor will allow for content to be responsive and help users build more accessible content. Mostly, though, it will incorporate AI into the content creation process. [View more information](#).

○ **Telecommunications/ Copy Services**

- Finished up first level hiring committee that was mentioned above in Steve's report.
- Telecommunications:
  - The E911 upgrade project is all but complete. The vendor's tech was on-site working with Mike Furuyamma to cut over to the new server and load the application in Campus Safety. The system was well tested before completion.
- Copy Services:
  - In reviewing some Ricoh Trac reports, the number of jobs being submitted has increased over the past couple of years since Covid shutdown, but is still less than half of what it was in 2018. Is this an indication that we are still recovering from Covid or an indication that instructional materials have become more online.

○ **Website/ Home Page Analytics**

- Updated website analytics report:
  - There's a ClassWeb instruction page on the Financial Aid site that is visited frequently as well as online learning site.
  - There is also a heat map which shows links that are clicked on frequently. QUESTION: The heat map is all users not just new visits? Yes, this is January 1<sup>st</sup> to February 4<sup>th</sup>. The nice think about the Clarity report is that it strips out bot traffic.
  - The rotating banner is being clicked on more than expected.
  - The Start Your Experience Here button is showing a lot of visits, which was the hope.
  - The home page has been updated again with the navigation using less space, and other

modifications. The Foundation logo has been removed as they were receiving too many unrelated calls.

- No new communication with students regarding the ClassWeb Chrome extension.
- Have gone live with mobile app template for Guided Pathways. QUESTION: There have been conversation regarding the library and the GoMobile app, is there anything new? Have not been involved in such conversation so far.
- Will be working on the catalog next.

▪ **District**

- System maintenance for Banner on February 9<sup>th</sup> in the evening thru the 11<sup>th</sup> for provisioning CRM Advise. Advise is cloud based and this is the exporting of data from Banner into the application. Hopefully, future provisioning will be less intrusive.
- Oracle Cloud migration (OCI) will be moving Banner into the Oracle cloud infrastructure on March 15<sup>th</sup> – 18<sup>th</sup>. This should be little impact on users but it will eliminate having physical hardware in our data center and susceptible to power and HVAC issues.
- Cyber security training and thank you to everyone who has already taken the course. Everyone should have received an e-mail from Kenan regarding this 15 minute course.
- Multi-factor authentication should be launched some time in March. You can use a cell phone to authenticate your login for MS 365/ Outlook online. For employees who are out of the country there are exceptions. It is a requirement from the state to have this additional authentication. QUESTION: Some employees who use T-Mobile have trouble getting service while on campus, how is this going to work? T-Mobile is in process of being integrated into the DAS system so hopefully that won't be an issue soon. For Microsoft the authentication is either text or call.
- Over the break the firewall upgrade was completed. This allows more transparency and the ability to block traffic from certain countries.
- Continuing to look at fraud and how this can be mitigated. Chabot had about 2100 fraudulent enrollments. ITS is involved in managing fraud but it takes a college wide involvement from A&R, Financial Aid, and faculty in dropping students who are no-shows. This has been recognized state wide.
- There is a state-wide security remediation report that is due at the end of the month.

6.	<p><b>Old Business</b>  <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• <b>Technology Topics for Conversation in Guided Pathways</b> – See Scott’s report.</li> <li>• <b>Forms and Workflows</b> – On hold.</li> <li>• <b>My Portal, Update, Questions and Feedback</b> – Still addressing an issue with the data lake. Part of phase II of the MyPortal project is activation and getting accounts activated. A list of names was submitted for a user group, this list contained students, faculty and others. QUESTION: Are there students from LPC on the list? Yes, the college presidents were asked to submit names from student leadership groups. QUESTION: Is there a timeline for when MyPortal will be taking over for ClassWeb? After much discussion and research, the current plan is for September 2024. The Public Information Office is very involved in this conversation as well so the communication should be well placed.</li> </ul>	
7.	<p><b>New Business</b>  <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• <b>ClassWeb Chrome Extension</b> – See Tim’s report.</li> <li>• <b>Governance Worksheet Review</b> – Reviewed the worksheet and committee charge. Brainstormed tasks performed over the year; to be continued and finalized at the next meeting.</li> </ul>	
8.	<p><b>Good of the Order/ Information Items</b>  <i>For information</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
9.	<p><b>Future Agenda Items</b>  <i>For discussion</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
10.		

**Meeting adjourned at: 2:25 PM**

**Next meeting:**

- March 4th

- April – Spring Break
- May 6th