

1. According to Steve Gunderson, the HyFlex mockup classroom has not been built yet because of scheduling issues in the classroom. The plan now is to get the room built between semester, but he needs assistance from his vendors.
2. A meeting was held November 15 with the CVC to get District ITS started on enabling the CVC Exchange Course Finder, which provides prospective students with live seat counts for online courses. Stacey Followill will take the lead on this project. The goal is to have the Course Finder operational by the beginning of Spring 2023 classes on January 17. After the Course Finder project is completed, work can begin on the technical implementation of making LPC and Chabot Teaching Colleges.
3. The CVC's [Independent Course Alignment Program](#) begins this month. The program offers faculty in the CCC system the opportunity to adopt fully-developed online courses in Canvas that have been aligned with the CVC-OEI Online Course Design Rubric and have received a Quality Reviewed badge in the CVC Exchange. Instructors who use one of the courses in the program can also earn a Quality Reviewed badge if they have previously aligned one of their own courses or completed professional development equivalent to those processes: @ONE's Online Teaching & Design course.
4. The CVC's financial aid automation system will debut in 2023, and there will be demonstrations and information sessions scheduled.
5. Beginning in January, the CVC will pilot a default search filter that will show students only cross-enrollable courses (courses at teaching colleges). Students will still see their home college courses first (even if those courses are not cross-enrollable), and can unclick the default search to include all other courses if they so choose.
6. On November 28, students who had used the ePortfolio tool in Canvas were emailed to tell them that because of a known security issue with that tool, it will be removed from our Canvas system on January 3, 2023. In the email, they were told that if they want to keep any content from ePortfolio, they should download that content and that they also have the opportunity to use Canvas' newer eportfolio tool called Folio. In the email, a link was provided to a [web page on the Online Learning site](#) that gives instructions on downloading content and for using Folio.
7. At the November 18 Technology Coordinating Committee, it was decided that the issue of allowing employees to install Zoom apps would be taken to the district's Senior Leadership Team for discussion. The issue of installing apps in Canvas will also be discussed there since anyone with Teacher access in Canvas can install apps at the course level. In Zoom, if an app is requested, a Zoom administrator can approve the app just for that user or for everyone in the district.
8. For the goal "Develop recommendations or procedures/guidelines for student access to courses once a term ends", the committee decided to recommend to faculty to leave the default Canvas setting in place that allows read-only access once the semester officially ends. However, if they decide to extend the access end date, it should only be for one additional semester (excluding summer session). In either case, it is recommended that faculty not restrict students from viewing the course after the course end date.
9. To inform students in non-instructional courses that since they voluntarily enrolled in the courses, there are no FERPA violations, Scott will post an announcement in each new course. He

will also recommend to those with teacher access to these courses to remove students who are no longer enrolled at LPC (e.g. old students). He will also unpublish non-instructional courses that are facilitated by those who are no longer employed by the college or district.

10. On November 2, VP Kristina Whalen emailed faculty to tell them they cannot switch modalities to their classes. These include online synchronous classes switched to online asynchronous, in-person classes switched to the online synchronous modality and switching back and forth between modalities over the semester. Whatever is in the class schedule must be preserved. Attendance accounting reporting to the State is tied to modality, and the college can get into trouble when unauthorized switching occurs.

Furthermore, faculty cannot temporarily switch classes online because of a personal emergency or a non-debilitating or non-COVID-related illness. If faculty have a personal emergency or illness, sick leave is the directed course of action. A temporary remote work assignment must accompany a doctor's note approved by Human Resources. If there is an acute community emergency, such as fires, catastrophic road closures, or other emergencies affecting a large swath of students or employee groups, the college leadership team will determine if a temporary switch to remote instruction and services is warranted and provide directions about how that may be done within regulatory constraints...The above has been posted to the [Policies/Guidelines/Agreements](#) on the Online Learning web site.