



Technology Committee MINUTES

February 5, 2018 / 1:00 / Room 1687

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Attendees

Members Present (voting):

Moh Daoud
Segal Boaz
Greg Johns
Don Carlson
Diane Brady
Kali Rippel
Deanna Horvath
Amy Rel

Members Present (non-voting):

Scott Vigallon
Heidi Ulrech
Jim Gioia
Tim Druley
Jeannie Methe
Steve Gunderson

Members Absent:

Faculty, Student Services
Faculty, BHAWK
Paul Sapsford
Mike Sugi
Sherman Lindsey
Classified (1)
Student (2)

Meeting Guests:

Meeting Minutes

- I Called to Order at 1:11 pm. Quorum was met at 1:25.
- II The agenda was MOTION to approve by Don Carlson and seconded by Kali Ripple, unanimous approval.
- III Review and Approval of Minutes
 - November minutes: MOTION to approve by Don Carlson and seconded by Kali Ripple, unanimous approval.
 - December minutes: MOTION to approve by Don Carlson and seconded by Kali Ripple, approved with 1 abstention.
- IV Staff Reports
 - A. College
 1. Computer/ Network/ Audio/ Video – Steve Gunderson
 - Computer images that were completed before the new semester:
 - Classroom 714, 713
 - Classrooms 4226, 4240
 - Rooms 2401, 2412, 2414, 2416
 - Laptops for Geology Department
 - LRC student computers
 - Classroom 502
 - Classrooms 601, 607
 - Classrooms 804, 805
 - Adjunct computers in B2100, B2400
 - 44 machines in various classrooms
 - New telepresence equipment scheduled for rooms 802 and 2206 will be installed over the next few weeks.
 - No additional information on the Verizon project.
 - In the process of preparing documentation for the next equipment life-cycle refresh. Over 300 computer systems have been identified as being a priority for this refresh. Printers are also being refreshed. Just a reminder that the new systems will not be reverse compatible and all new systems will be installed with MS Windows 10 operating system.

- Purchasing equipment for the new building 1000 to include computers, printers and audio/ visual.
- Working with VM Ware to develop a plan for virtualization of the servers and then move to the desktop. More information will be available in the future.
- Preparing to deploy a new system of backing up systems and data using Unitrenz.
- Lastly, the department is in the process of addressing some of the staffing shortages. A new Computer Network Systems Specialist II will be going to Board for approval this month which will be an advancement for Michael Furuyama. Additional vacant positions will be announced after the Board meeting.
- QUESTION: Status of broken jack in the library, Steve Gunderson will make a note to look into this.

2. Open Learning/ TLC – Scott Vigallon

- The new [Online Learning web site](#) was launched Jan. 2. In addition, the new [DE Committee site](#) has also been launched. [@ONE](#) has also launched a new site. The site includes a wealth of resources for online educators.
- On Jan. 10, CCC Chancellor Eloy Ortiz Oakley announced full support for Gov. Brown’s budget proposal to establish a new online community college tailored to provide working learners with skills and credentials. Brown is proposing \$100 million to begin the project and \$20 million ongoing. The online college will be based at the Chancellor’s Office, and a new district will be created for it. It seeks to begin enrolling students in December 2019 and gain accreditation within 4 years. It will reportedly offer certificates and badges but no degrees.
- 46 colleges, including LPC, signed the letter of intent to join the OEI Consortium. The OEI has not said how many colleges will be accepted, but it is expected to be a significant number. Colleges accepted will begin participating in the fall and are expected to begin offering courses in the exchange by Fall 2019. If LPC wants to join the OEI Consortium, it has to apply by March 1. QUESTION: what are the implications of joining the consortium? There are several steps to becoming part of the consortium that begins with the academic senate. In the consortium the college is part of the course exchange which allows students who want to take an online class at another college the ability to do so. QUESTION: Is the apportionment for the student taking the class split between the two colleges? The teaching college gets the FTES, the home college gets credit for the completed degree. Not all of the courses go into the exchange on day one. The first round is 10% and the next round 20%.
- @ONE is hosting a 1-day, free online conference called Digital Learning Day on Feb. 22. According to @ONE, it “will be a day of exploration designed to tickle your curiosity, showcase effective uses of digital tools in teaching and learning across the CCCs, and provide opportunities to experiment with emerging technologies in a safe, supportive peer-based environment.”

- Three instructors have begun participation in the Spring face-to-face version of the Online Course Development: Rob Campbell (Geology), Marcelo Sanchez Heredia (Psyc Counseling), and Jeff Zolfarelli (Fire Service Technology).
- The Follett app has been added into all Canvas courses. It will allow faculty to order textbook materials. It will not work for students. To use the app, faculty will have to activate it in Settings – Navigation.
- During the state chancellor office’s Maintaining a Quality Distance Education Program online conference Jan. 24, it was reiterated that third-party tools used in Canvas, including publisher content, apps and LTI tools, have to be accessible to students with disabilities and also FERPA-compliant. A presenter from the federal Department of Education recommended that colleges have policies and procedures to evaluate and approve third-party tools before they are used in classes.
- On Dec. 5, the state auditor sent the governor and legislative leaders results of its audit report concerning the CCCs monitoring of services for technology accessibility and the procedures for upgrading information technology. Three colleges—American River, Cerritos, and De Anza—were audited, and regarding making instructional materials accessible to students with disabilities, all three were found lacking. The state chancellor’s office was also called out for not providing enough guidance to the colleges on this topic.
- Student and faculty DE survey results from last fall are available on the Online Learning site's [Survey Results page](#)

3. Telecommunications/ Copy Services – Heidi Ulrech

- For Spring Semester 2018 opening day, the Copy Center completed 140 jobs which is down from previous semesters. Hopefully, this is an indication that jobs are being submitted early. For the first week 538 jobs were completed.
- The convenience copiers that are currently on campus are near their end of expected life. Steve Gunderson and Heidi Ulrech have a meeting scheduled with the Ricoh reps to discuss upgrading all of the machines including those in the Copy Center. Since Ricoh no longer has a partnership with Ringdale for the FollowMe printing solution, upgrading the copiers also means bring in a new software solution for printing to the copiers. QUESTION: Any idea of when this will happen? Not yet, anticipate sometime between summer and fall. Need to purchase 2 new machines for the new building as well, don’t know if they will be in place for opening Fall 2018 or if they might be delayed a month or two.
- Reiterated that the college telecommunications system will need to be replaced before the new building opens, the existing system cannot accommodate the needs of the new building. Wendy Pinos and Heidi Ulrech have been preparing a RFP that is in the final draft stage and soon will go to the Purchasing Office for preparation to go out to bid later this month. Hopefully, the selected vendor will go to Board in March. As of right now there isn’t a timeline for the project since a vendor hasn’t been selected yet, all those details and

more need to be worked out with the vendor. The hope is that the cutover can happen sometime in May but that is far from a guarantee.

4. Website – Tim Druley

- 25 – 26 sites have been moved over to Omni and are now live. The Reading and Writing Center was just completed and Financial Aid is almost ready.

B District ITS – Jeannine Methe

- The WiFi upgrade project is well under way. Controlers were installed first and now those buildings that do not need cabling upgraded have had access points installed:
 - B1600 (43 new access points)
 - B2000/ LRC (11 access points)
 - B2100
 - B400
 - B500
 - B600
 - B700
 - B900
 - 1310/ Veterans
 - B1700
 - B1900

The remaining buildings that need cabling upgrades:

- B800
- B1300/ Bookstore
- B1800 & 1850
- B2200
- B2300
- B2400
- B2500
- B3000/ M&O

Building 4000 is expected to take longer due to all of the audio equipment that can create complications.

Communication will be sent out to all staff after completion to get feedback on any remaining poor signal areas. Note, this did not increase cell phone coverage only internet access for wireless devices. The Distributed Antenna System (DAS) for cell phone coverage inside buildings is still in the planning phase due to other priorities.

QUESTION: the library Proxy server is no longer recognizing the wireless traffic could this be due to the new access points? Not likely, but Steve Gunderson will look into it.

- ServiceNow, the new IT help desk, will be announced later in the day. The users who worked in the pilot testing group were thanked. The announcement will contain information on how to login and use the system as well as using on mobile devices. QUESTION: will there be

training at a Town Meeting? Amanda and Steve created a video that is on the ITS web site, if more training is needed something could be done at a Town Meeting.

- The baseline technology document is being finished up, which includes information from preliminary program reviews as they pertain to technology.

V Old Business

- A. LPC Technology Master Planning – See Jeannine Methe’s report.
- B. WiFi Portal Disclaimer – On hold for completion of the WiFi upgrade.
- C. Follett Discover – See Scott Vigallon’s report.
- D. ServiceNow – See Jeannine Methe’s report.
- E. There has been some concern from faculty regarding VeriCite not being a reliable solution for plagiarism assessment. The state Chancellor’s Office negotiated with a number of companies who provide plagiarism services and the popular TurnItIn was not willing to drop their price enough to be competitive. The suggestion was made to contact the state Chancellor’s Office (or OEI) and VeriCite regarding the concerns and see if VeriCite has plans to improve their product.

VI New Business

- A. The process for reviewing and revising committees’ charge and membership has been modified (see attachment) the process is now to begin in the spring semester so that everything is in place for the following fall semester. Heidi Ulrech will check to see if the governance worksheet to be completed is the same. The suggestion was made to have the non-voting members become voting members so there is a better chance of having quorum at meetings. After discussion it was decided to check with the President’s Office to get clarification on a couple issues and continue the topic at the next meeting.

VII Good of the Order

- Scott Vigallon provided an update regarding the software product Ali for making webpages accessible. The OEI reported that Ali was recently purchased by Blackboard. (58:37)

VIII Adjournment at 2:22 pm.

IX Next Regular Meeting

- March 5th
- April 2nd
- May 7th

Documents:

- Sign-in Sheet
- Governance Committee Timeline
- Committee Charge and Governance Worksheet Timeline
- Technology Committee Charge & Membership

Prepared by: HUlrech