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):
Greg Johns
Dan Marschak
Victor Sandoval
Diane Brady
Amy Rel
Mike Sugi
Julia Gomez
Don Carlson

Members Present (non-voting):
Kali Rippel
Scott Vigallon
Heidi Ulrech
Tim Druley
Steve Gunderson

Members Absent:
Mike Schwarz
Faculty, BHAWK
Faculty, STEM
Faculty, SLPC
Faculty, CLPFA
Sherman Lindsey
Bruce Griffin
Classified (1)

Meeting Guests:

Technology Committee
MINORS
MINUTES

April 1, 2019 | 1:00 | Room 1687

Meeting Minutes

I   Called to Order at 1:02 pm. Quorum was met.

II   The agenda was reviewed; MOTION: To approve the agenda by Greg Johns and seconded by Dan Marschak - Unanimous.

III Minutes for February and March were reviewed; MOTION: To approve the minutes as correct for February and March by Greg Johns and seconded by Mike Sugi - Unanimous.

IV   Staff Reports
  A. College
    1. Computer/ Network/ Audio/ Video – Steve Gunderson
      • District has reviewed contracts with Sprint, T-Mobile, and AT&T as part of the DAS (distributed antenna system) project; Verizon has not come on as part of the DAS project but is still working on putting in a micro-tower on the roof of the Center of the Arts building. AT&T has already begun installing equipment in the Communications Building. Work will continue through the summer and hopefully be ready for Fall Semester.

      • As reported previously, there were some delays with ordering of new computers however the department went forward with installing new computers in B1600 that had been delivered. New monitors for these computers have not arrived yet and will be installed when they do. Some computers were received over Spring Break, particularly for the library, which are being scheduled for install. Currently plans are being developed for installing 600 computer systems over the summer.

      • A vendor for digital signage, SG Western, is planning a product demo of Spenettics. Christine Hornbaker is taking the lead in setting up this demo. Would like to invite students from LPCSG to participate as well as Amy Rel from Financial Aid and Kali Rippel from the library.

      • Over Spring Break a lot of time was spent in B1000 working on the audio/ visual issues. Many issues

1   APPROVED

were resolved and others are still being addressed by various vendors who were part of the project. In the meantime, training can begin on some of the new equipment, technology staff first and then reaching out to the faculty.

- Audio/ Visual designs for B2400 are being looked at with room 2480 as the pilot for the new design.

- Furniture has been ordered for room 714, the new V-Com Lab. Other equipment in the room will be upgraded later.

- Another project for the summer is to re-cable all of the 803 Computer Center. This is necessary for future programs the Computing disciplines have planned, but it is a short term solution due to plans for the Computer Center to relocate to a new building.

- After much discussion between Steve Gunderson and Bruce Griffin, the decision has been made for the college to start moving forward in the Technology Master Planning process. In the next month Steve will be gathering information and formulating a process that will be discussed at May's committee meeting. The new accreditation standards will be a significant factor.

2. Instructional Technology/ TLC – Scott Vigallon
   - On March 13, the Academic Senate was informed that LPC is prepared to begin with automatically creating Canvas shells for every class. Because Class-Web would no longer be needed for faculty to request courses, the process for requesting merged courses will be done in Canvas. The FERPA setting that disallows students from seeing students in other courses/sections of merged classes will be turned on. Students in officially cross-listed courses will be able to see each other. A best practices guide to merging courses will be created and shared with faculty. The new system will begin the fall; the current system will still be intact during the summer. Typically, summer and fall Canvas shells are requested at the same time. Scott will stagger the dates so summer is done before fall.

   - All Canvas processes that involve A&R issues like time overlaps, students completing incompletes, students doing independent study, and students changing their names have to be run through A&R first before Scott handles them. If Scott gets these types of requests directly from faculty, he will forward them to A&R.

   - The Blackboard Archive Server was discussed March 8 at the district Technology Coordinating Committee meeting. CTO Bruce Griffin will take the issue to the district Educational Support Services Committee. The district's one-year license for access to the server will end June 30. A one-year renewal would cost the district $40,000.

   - The state Distance Education and Educational Technology Advisory Committee is updating the CCC DE Guidelines. Among the proposed updates will be new DE definitions.

- A SmartShop workshop on Proctorio was held March 20. Three students participated. The next SmartShop workshop on Proctorio is scheduled for April 11.

- The [FA's OEI MOU](#) was distributed to faculty March 7. An application for faculty is in the process of being created.

- LPC has submitted a letter of interest for applying for a CVC-OE Improving Online CTE Pathways grant. Up to $500,000 will be awarded to colleges whose grant applications are accepted. The application deadline is May 1. The implementation timeline is very short, July 2019 to June 2020.

3. Telecommunications/ Copy Services – Heidi Ulrech
   For those of you who noticed that I was absent from last month's meeting, it was due to another training on the new phone system. So I'm 2 down and 2 to go.

   - Telecommunications System - While we were upgrading the telecom system this summer we also put in a new enhanced 911 – (E911) system. During the implementation phase we became aware that the existing extensions that we used in classrooms and other on-campus curtesy phones, were not compatible with the E911 system in providing accurate location information to the Public Safety Answering Point (PSAP). Over spring break I changed all the classroom extensions to numbers that will allow pass-through of the location information. Right now I am in the process of loading all the new numbers and locations into the E911 system database. I still have some miscellaneous phones in conference rooms and such that need to be changed but my priority for spring break was to take care of the classrooms.

   - Copy Services - The upgrade of the student copiers in the library and Computer Center is still pending. At this time we do not have an estimate on when this will be scheduled.

4. Website – Tim Druley
   - Has recently updated the degree and certificate section of the web site which increased the size of the table on the page and has subsequently caused the pages to be unresponsive (cannot re-size to fit the device being used), will continue to address.

   - Attended an accessibility conference where it was reinforced that visual accessibility can only accurately be tested using a screen reader. Will be using a screen reader to test pages in the future and adding additional coding it support this.

   - Went live with a marketing initiative for the new classes but is waiting for the information to build the landing pages. QUESTION: Have you been given the new schedule for summer? Any new schedule needs to be reviewed/ approved by Admissions and Records and forwarded to the Webmaster before it is posted. QUESTION: Can a broadcast e-mail be sent out when the schedule is available online. Yes.

- QUESTION: The Calendar? The calendar is live on the home page but has not released access to anyone yet. There needs to be training and a process for approval of postings.

    B   District ITS – Bruce Griffin
       No report

V   Old Business

    A. LPC Technology Master Planning - see Steve Gunderson's report.

    B. Follett Discover – Scott Vigallon stated that they want to create an icon on Canvas as part of the global navigation. This information was brought to the Distance Education (DE) committee and was met with concern. Nolan Howe, Bookstore Manager is asking to attend the next DE committee meeting.

    C. Digital Signage – See Steve Gunderson's report.

    D. At the previous meeting it was discussed that the Technology Committee meeting be changed to 2:30 to accommodate the attendance of the District CTO. The only meeting conflict would be with the Curriculum Committee. It was mentioned that a Dean is a member of the Technology Committee and having the two committees coincide would restrict a Dean from attending any part of the Technology Committee. A new time of 1:30 was suggested. MOTION: To try changing the meeting time to 1:30 pm for next year starting with May 2019 by Diane Brady and seconded by Greg Johns. Unanimous.

    E. At the previous meeting the committee charge was reviewed with minor edits made. MOTION: To accept as modified by Greg Johns and seconded by Diane Brady. Unanimous. The Governance Worksheet was also completed with the revisions. It was noted that some Academic Departments have limited numbers of faculty to participate on all the committees and others that more than enough. It was also noted that there is a discrepancy between the Governance Handbook and the Committee Members spreadsheet the needs to be addressed. MOTION: To adopt the worksheet with the discussed membership changes by Greg Johns and seconded by Diane Brady. Unanimous.

VI   New Business

    A. A request has been made to revisit the standard setting of duplex copy and printing (especially). This particular requestor uses specialized software that does not allow for changing to single sided printing when sending to the copier. (Historically: Years ago the Sustainability Committee put forward an initiative to set the default on the copiers to 2 sided copies to save resources. This decision was met with frustration (on both sides of the argument) including the question as to why only copying and not both copy and printing. After much discussion and viewpoints there were two action items: (a) request for more data as to how many jobs are being completed using the two formats – Heidi; (b) have a tech look at the software and see if there is a work around available.

B. Making preparations for Accreditation - Diane Brady gave a brief explanation of what accreditation is for those on the committee who are not familiar. What is being proposed by the College Council is that each of the governance committees review the accreditation standards and identify those standards that the committee plays a role in, how does it contribute and how is that evidenced using the prepared template. The highlights of the discussion were to:
- Review the previous Accreditation Self Study report
- Review the Guide to Evaluating Institutions
- Review each of the Standard questions each year
- Thoughtfully consider how the college determines technology needs and standards; consider surveys

VII   Good of the Order
- Kali Rippel received correspondence from the Grants Coordinator with CARE (Chabot – Las Positas Association of Retired Employees) informing us that there has been a pattern of grant requests for initial funding that may require future funding from the college to sustain. Both of the LPC requests were for graphing calculators. Diane Brady explained that the college cannot use college funds to purchase equipment/ supplies that are intended for only one group of students to utilize. Using the library to loan out equipment/ supplies to all students is acceptable.

- Concern was expressed that there has been a recent increase in theft of college owned electronics (ie: laptops/ tablets) out of a secured cabinets. Additionally, faculty and staff have been using these types of devices more and more in the classroom and not securing them after the class has finished. It was noted that in the design process of future buildings there continues to be requests for flexible use spaces with mobile technology and less use of typical desktop devices. There needs to be continued exploration and discussion on how best to address these needs and concerns.

VIII   Talking Points
- 600 new computer systems to be installed over the summer.
- Merging of classes in Canvas.
- New events calendar for the web site is under development.

IX   Adjournment at 2:56 pm.

X   Next Regular Meeting
- May 6, 2019

Documents:
- Sign-in Sheet

Prepared by: HUlrech