



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

Members Present (non-voting):

Kali Rippel
Scott Vigallon
Heidi Ulrech
Tim Druley
Steve Gunderson
Bruce Griffin

Members Absent:

Mike Schwarz
Faculty, BHAWK
Faculty, STEM
Faculty, SLPC
Faculty, CLPFA
Don Carlson
Sherman Lindsey
Classified (1)

Meeting Guests:

Technology Committee MINUTES

February 4, 2019 | 1:00 | Room 1687

Meeting Minutes

- I Called to Order at 1:02 pm. Quorum was met. It was noted that there are only a few faculty members that remain on the committee. Kali Rippel will reach out to the Deans.
- II The agenda was reviewed; MOTION: to approve by Diane Brady and second by Amy Rel, Unanimous.
- III Minutes for December were reviewed; MOTION: to approve by Dan Marschak and second by Victor Sandoval, Unanimous.
- IV Staff Reports
 - A. College
 1. Computer/ Network/ Audio/ Video – Steve Gunderson
 - **Instructor and user requests for updates and images completed in the following areas:**
 - Building 2400
 - Labs 2412, 2414, and 2416 (130) Systems
 - Building 800
 - 803 labs (100) systems
 - 804/805(60) system
 - Building 400 (35) systems.
 - Building 700 Lab 713 (45) systems
 - Building 600 (60) systemsThe approximate total for all existing systems updated and/or imaged (430 systems).
 - **Ricoh** - I am going to acknowledge Heidi Ulrech for here leadership skill in deploying the new Ricoh copiers across campus. Heidi has done a great job helping to coordinate and has been key to the success of this project. David Lee and Fernando Calzada have also been working hard on the server and deployment technology for this project. I thank them as well for their hard work.
 - **Update: 2420 Lecture Hall Project** - As reported in December we have been researching solutions for the Lecture Hall in 2400. Because of the limitations in this area, we have been looking at LED technology for this space. Our technology team and our facilities team took a trip out to Berkley last week. We looked at similar technology and believe that it will work best for this space. We are still in the research phase and will provide for

information as we move forward.

- **MD Audio Visual refresh** - Technology is also starting the process of getting specifications together for the Audio/Visual refresh in building 2400. We have some preliminary estimates and will report out as more information becomes available.
- **714 Computer Lab Upgrade** - LPC Technology and the facilities team have met with the user group and dean for the upgrade of the 714 computer lab. 714 is currently a 45 seat computer lab. The plan is to convert this space into a Visual Communication MAC lab as well as a work area for the students. KI is revising drawings and we are trying to get this scheduled for the summer.
- **(DAS) Distributed Antenna System – Bruce can speak more to this as well.** - I am going acknowledging Wendy Pinos and how she has managed the (DAS) Distributed Antenna System deployment across campus. Wendy has worked tirelessly with Cal-Coast and Day Wireless to move this project forward. Deployments included, 130 UAPs installed, with secure seismic installations, new cabling added as needed, 25 IDFs connected in 19 buildings. Contracts are currently in review with AT&T, T-Mobile, and Sprint.
- **Life-Cycle Computer Replacement** - Our board item was overlooked last month so we have a delay on getting our next round of systems in. This item is going to the next board and we will update once we systems delivered.
- **Windows 2016 – Servers** - This week we are updating our main DHCP and DNS servers for the campus. We do not expect any downtime for this upgrade. These systems will use HP Gen-10 servers and be the first upgrades moving towards our virtualization of college servers. Although these two servers are physical and will remain physical, they are critical for us as we move towards our VMware deployments.
- **Update: B1000 Audio Visual** - It has been a number of months since we opened building 1000. However, the audiovisual contractors are still struggling to get everything completed. Specifically, in the area of Lecture Capture and the Video Wall. The classrooms also have some equipment issues but they seem to be working through those problems. Ann Kroll is back with us in her new role as Project Planner. Ann will be working with us to get these issues resolved and is fully aware of the problems. I am explaining this because I have been asked about training on the lecture capture technology specifically, and we will do training once we feel the systems are working to our satisfaction.
- **Digital Signage** - Digital signage has been put on the back burner in lieu of other pressing projects. We are going to try our best to at least start looking at this technology and bringing Spinetix out to demo for the group this spring. There was also the interest to have interactive displays available in key locations for way-finding.

2. Instructional Technology/ TLC – Scott Vigallon

- The updated DE Committee charge, along with the updated membership of two faculty per division, was approved by the Academic Senate. The College Council then approved the charge, but denied the updated membership.
- The Academic Senate approved a new course review process and checklist for instructors new to teaching online courses. The DE Committee will create an implementation plan.
- A new link called [Online GE & Degrees](#) was added to the Online Learning web site. The link brings users to pages that show which online courses are offered in the CSU and IGETC requirements during a given semester. It also details any degrees and certificates that students can earn completely online.
- The TLC workshop schedule for the spring was released Jan. 23.
- @ONE/OEI's Course Design Academy will stop reviewing courses from scratch on April 22. After that, it will be up to our local POCR team to begin reviewing courses. Once courses are deemed aligned at LPC, they will be sent to the CDA for final approval.
- Four LPC courses—GEOL 12 by Ruth Hanna, PCN 10 by Chris Lee, and ANTR 1 and 2 by adjunct Karen Oeh—have been approved as aligned with the OEI Course Design Rubric. Nine other courses are in the review process. The 2018 OEI Consortium Agreement signed by LPC says we need to have 20 percent of our offerings approved for the exchange by Fall 2020. QUESTION: what happens if we don't meet the 20 percent requirement? We wouldn't be removed from the OEI as long as we are showing a good faith effort.
- Seven instructors are participating in the Spring 2019 on-campus version of the Online Course Development Program: Barbara Zingg (BIO), Frances DeNisco (HIST), Sebastian Wong (PARA), Tess Brandt (ENG), Ameena Saeed (SOC), Paul Sapsford (KIN), and Irena Keller (PSYC).
- The DE Committee reviewed the results of the annual [DE Satisfaction survey results](#). It was asked if there is anything that can be improved based on the results. One suggested improvement would be to get funding for Ally to help with web accessibility.

3. Telecommunications/ Copy Services – Heidi Ulrech

- Telecommunications System - This past week I began the first of four, week long trainings on the new telecommunications system. The remaining courses are scheduled for March, April and June. These trainings were part of the telecommunications upgrade project and were included in the bid so the cost is being covered by Measure A funds and not general fund.
- Copy Services - Last week the (8 year old) black production copier in the Copy Center was replaced, much to Carlos' excitement and relief. The new machine has no additional functionality but is a little faster.

- The past month the campus should have noticed that most of the convenience copiers around campus were replaced (they too were 8 years old). The upgrade of the student copiers in the library and Computer Center is on hold while additional equipment is ordered to interface with coin, cash and debit card transactions. At this time we do not have an ETA on this equipment.
- Along with the new convenience copiers was new print and scan software named PaperCut. Most reports have been positive regarding the new software but a couple of issues have been brought to our attention and we are working with the vendor to address them. QUESTION: Can the FollowMe print option be removed? Once the project is complete and everything has been transitioned over, the team will remove the FollowMe print queue and change the default to PaperCut.

4. Website – Tim Druley

- Has been working on the events calendar for the web site, if all goes well there should be some exciting new features.

B District ITS – Bruce Griffin

- Single sign on for students and then for faculty/ staff, there were issues with SSL certificate and a new one is being installed and tested. QUESTION: Was single sign on for the Easy Proxy also included? It is being looked at. QUESTION: Will single sign on also extend to eLumen? If eLumen accepts CAS then it should.
- This spring ITS expects to wrap up the Banner 9 upgrade with the rolling out of the finance module to the colleges as well as student module for A&R. Still addressing some issues with Elucian regarding migration of modifications.
- Also hope to be rolling out the “employee profile” through ClassWeb to improve the usability of the self-service interface.
- Another project just getting underway is the upgrading of network firewalls. This will bring us to next generation security and allow us to review the rules for ingress and egress of data.
- Exploring the possible use of Microsoft 365 as the desktop solution but also for Exchange/ Outlook and be hosted off-site at a Microsoft data center. Allows for more resiliency and accessibility from off-site. Additionally, this solution would allow for more file sharing than is currently available. The cost of licensing for this type of solution is being looked into as well as how this would change the network infrastructure.

V Old Business

- A. LPC Technology Master Planning – Nothing new to report at this time at the college level. There has been some work on the District plan, while Chabot has decided to move forward with

their own for accreditation reasons. There will be the need for the colleges and governance committees to review and vet the plan as it is developing.1:01:40

- B. Follett Discover – Discussion is continuing, one issue to be addressed is rolling out Discover if not having a shell for every course; what will be the confusion for students if they can't use it for every course. Scott Vigallon noted that there is still conversation regarding merged classes as well for Canvas.
- C. Digital Signage – See Steve Gunderson's report.

VI New Business

- A. Discussion on ClassWeb - Bruce Griffin noted that he would like to be able to do a demo of the new employee profile in ClassWeb using single sign-on at the next meeting. The new Banner 9 is expected to allow for significant improvements to the ClassWeb interface. Faculty and Staff will be the first to experience these changes, while work continues with Elucian on improvements to the student interface and registration. Previews of the new student interface for ClassWeb look very promising. The committee was reminded that ClassWeb is only a piece of the puzzle that is known as "The Zone." The Zone is also in need of a significant upgrade, and would like to incorporate that into single sign-on as well. There is still a lot of work to be done on this so it isn't expected until 2020. It was mentioned that there have been concerns regarding simple (not complex) passwords being used. It was also brought up the concern regarding session time-outs especially when students are taking tests in Canvas. QUESTION: Would the new ClassWeb have the ability to assign labels such as OEI approved or No Fees to classes? Will need to look into further. Scott Vigallon noted that the OEI will be using digital badges with their courses. It was also mentioned that the DegreeWorks software is also a version behind due to the energy ITS has been putting into the Banner upgrade; focus will be turned to DegreeWorks as Banner 9 is completed.

VII Good of the Order

- Review meeting time of the committee to better accommodate attendance of the district-wide Chief Technology Officer.

VIII Talking Points

IX Adjournment at 2:22 pm.

X Next Regular Meeting

- March 4th
- April 1st
- May 6 th

Documents:

- Sign-in Sheet

Prepared by: HUlrech