Attendees

Members Present (voting):
Don Carlson
Segal Boaz
Greg Johns
Dan Marschak
Victor Sandoval

Members Present (non-voting):
Kali Rippel
Scott Vigallon
Heidi Ulrech
Tim Druley
Bruce Griffin (phone)

Members Absent:
Diane Brady
Sherman Lindsey
Steve Gunderson
Mike Schwarz
Faculty, BHAWK
Faculty, SLPC
Faculty, CLPFA
Mike Sugi
Amy Rel
Classified (1)
Student (1)

Meeting Guests:

Technology Committee
MINUTES

November 5, 2018 | 1:00 | Room 1687

Meeting Minutes

I   Called to Order at 1:08 pm. Quorum was not met

II   The agenda was reviewed.

III   Minutes were not reviewed or approved.

IV   Staff Reports

A. College

1. Computer/ Network/ Audio/ Video – Steve Gunderson
No report due to unexpected emergency.

2. Open Learning/ TLC – Scott Vigallon

- The DE Committee voted to update its charge and expand its committee by one faculty member per division. Both were done with DE course reviews in mind. The expansion allows more faculty to peer-review courses, and the charge gives the committee the authority to conduct the reviews. The updated charge is: To explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide instructor feedback to match the academic rigor and excellence in face-to-face courses.

- Through the OEI, we'll be receiving access to new tools that will be integrated into Canvas: NameCoach, which is a name-pronouncing and gender identification tool; NoteBowl, which is a tool that makes the discussion area in Canvas more social; Wellness Central, a tool that allows students to find health and wellness resources; and Proctorio, an online proctoring service. QUESTION: Name-pronouncing and gender identification tool – where is that headed? Not really sure, need to have more conversation with Student Services.

- The OEI Course Design Rubric has been updated. Sections D and E on web accessibility have been combined, and relatively minor changes were made to Sections A-C. The rubric was sent to all current DE instructors Oct. 24

APPROVED

- The OEI is working on a DE program quality rubric that it will eventually share with all colleges in the consortium.

- The OEI is urging us to use a web accessibility checker in Canvas that can check an entire course at once. UDOIT is a free, open-source tool that does this. QUESTION: Is there any restriction to using open source? Bruce Griffin did not know of any.

- Anthropology instructor Lucas Hasten is planning to pilot a third-party tool in Canvas called PeerGrade, which allows instructors to set up writing assignments and have students anonymously review submissions and give feedback.

- The ACCJC has changed its procedures for Substantive Change Proposals for DE. Based on answers provided in an application from the college ALO, it can approve programs with over 50 percent of its offerings at a distance very quickly. This happened Oct. 16 when the ACCJC approved 21 of our programs.

- Work is continuing on the new DE plan, which will be renamed DE goals and objectives.

- QUESTION: How long does it take for a feature to be implemented into Canvas? Depends, we will not implement new software in the middle of a semester unless there is some urgency. There is also a need for training of faculty on how to use the product.

- QUESTION: Do we have a place where students can go for test proctoring, this is a question the OEI is discussing? Outside of students who qualify for DSPS resources, No. There has been conversation about making something available in the remodel of B2100 but currently test proctoring outside of the classroom is scattered. In the past CIS/ CNT programs have suggested a test proctoring center as a way to capture revenue for specialized certificate testing.

3. Telecommunications/ Copy Services – Heidi Ulrech
   - Began updating the Technology Committee web page with revised charge and membership. Will continue to work on updating and posting minutes for last year.

   - Remaining punch-list items for the new telecommunications system are being worked on. Most likely won't get to the training classes until next semester.

   - Two new test copiers were delivered B1000 and B1900. The new PaperCut printing software was just signed off and we are in the process of scheduling a kick-off meeting to go over the server needs and configuration, installation of devices, and testing before we can begin rolling out the new machines. We're hoping to start rolling out next month, depending on how smoothly the software installation goes. QUESTION: Does the new software have the potential for use of laptops? The software does have the capability for use of mobile devices but we will not be enabling that functionality until after the technology staff have had time to configure and fully test how it works.

DRAFT

- The long awaited upgrade from SARS Grid to SARS Anywhere is underway. The test site has been installed and we are currently looking at how it functions. Anywhere is web based, so while it will look very similar to the users the way one uses it will be different. SARS Grid is scheduling software primarily used in Student Services; after the conversion, SARS Grid will go away and be replaced with Anywhere. We are currently trying to schedule training for the users as the actual conversion is tentatively scheduled for the end of the month. The conversion will require that the SARS server be taken out of service, so not only will Grid users be impacted during the conversion but all SARS users will be impacted during the conversion process. More information will be e-mailed later in the week.

4. Website – Tim Druley
   - All of the old web pages have been converted over to the new templates.

   - Anyone looking to have a site for their department should contact Tim.

B   District ITS – Bruce Griffin
- Distributed Antenna System (DAS), which will allow for cell phone service inside of buildings, the network is being built out and getting ready for deployment. At the same time there is outreach to the 4 primary carriers to negotiate terms for access to their network. The implementation will take some time as it is akin to building another wireless network campus wide.

- The effort is also under way for upgrading the campus network, this work will mostly be done on off-hours to not impact college services.

- Most of all the new Banner 9 modules have been implemented except Student; Payroll, Finance and Financial Aid are in production with the exception of finance at the college level. In 2019 ITS will begin looking at ClassWeb and the upgrades for single sign-in.

- District is moving forward with their new web site and will be working with the Marketing Department to streamline the content; it will also use Omni Update. QUESTION: Will the single sign-on work with EasyProxy that libraries use? Bruce wasn't sure but suspected that it would. Asked that Kali send him documentation on EasyProxy.

V   Old Business
   A. LPC Technology Master Planning – No report

   B. Follett Discover – No report

   C. Digital Signage – No report

VI   New Business – None.

VII Good of the Order - None

VIII Talking Points

IX Adjournment at 1:50 pm.

X Next Regular Meeting
- January – No meeting
- February 4th
- March 4th
- April 1st
- May 6 th

Documents:
- Sign-in Sheet

Prepared by: HUlrech