LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Committee Name   Quorum 6

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

Members Present (voting):
Anette Raichbart
Tamica Ward
Michelle Gonzales
Michael McQuiston
Drew Patterson
Ruchira Mujamdar
Jared Howard
Collin Thormoto
Hermina Sarkis-Kelly

Members Absent:
Jamila Jabbar

Guests:
Chasity Whiteside

Meeting Minutes

1. **Call to Order at 1:31.** Quorum was met.
   - The attendees introduced themselves.
   - Drew Patterson volunteered to be committee chair with Mike McQuiston participating on College Council. MOTION: second by J. Howard; Unanimous.
   - The Committee Charge was reviewed with comments for edits in the Spring.

2. **Reviewed the Agenda;** MOTION: to approve by J. Howard and seconded by C. Thormoto; Unanimous.

3. **Review of May Minutes:** MOTION: to approve by C. Thormoto and seconded by A. Raichbart; Two Abstentions.

4. **Staff Reports**
   A. College
      i. Computer/ Network/ Audio/ Visual
         - Building 2400 A/V upgrade of inside classrooms is still on hold as there have been manufacturing delays of equipment. November is the new target. This is also affecting B100 as well.

         - Conference Room 1687 has been upgraded and are working through a few issues with audio.

         - Worked with Facilities to coordinate the move of technology out of B2100, faculty offices, and into the new Faculty Village; this consisted of computers, printers, copiers, and network devices and were all brought back online.

         - Ordered new computer systems for the 803 computer lab and instructor computers across campus. Configuration and deployment planning is underway.

         - Continuing with configuration of student laptops and with the help of the library staff the college has checked out about 250 devices to students and staff since Covid. Anticipate that this need will continue to increase and rely on support from the College Business Office to facilitate the acquisition of equipment.

- Facilitated the technology moves in B1600 for remodel projects in Financial Aid, A&R, Counseling and Switchboard.

- Working to provide technology in the Black Cultural Center in B1700. A/V equipment has also been delayed here.

- Working on mock-up plans for high-flex instructional spaces and demoing equipment to develop standards. Stay tuned more to come.

- Continuing to participate in and review designs for the construction projects: B2100, Horticulture/ Viticulture, Public Safety and Transportation/ Manufacturing.

ii.   Instructional Technology
- The 2020-21 DE board report has been posted to the DE Data, Reports page on the Online Learning site.

- Canvas' annual conference, InstructureCon, will be held online October 7. Go to the Instructure home page to register. Faculty were notified September 20.

- The proposed revisions to state Title 5 language on Distance Education were approved by the state during the summer. Additional revisions regarding web accessibility have been proposed and still need to work their way through the approval process. The DE Committee proceeded with updating the LPC Regular Effective Contact Guidelines. In the draft version of the updated LPC guidelines, most of the legal language reflects both the federal and state language since they have been aligned. The practical strategies from the current LPC guidelines were retained and used as examples for how instructors can meet the requirements. The committee added other examples. The draft revisions will be presented at the October DE meeting to be finalized and voted upon.

- At the September 10 district Technology Coordinating Committee meeting, CTO Bruce Griffin said that ITS will put together an action plan for the upgrade of Zoom.

- At the September 10 TCC meeting, Bruce said he doesn't expect the CLPCCD to join the CVC Exchange in Spring 2022 because ITS needs to deal with the district's vaccine mandate (e.g. how to verify students are vaccinated). He added that Fall 2022 is more realistic for joining the Exchange.

- We are waiting to hear back from Chabot about a possible upgrade path from our current quiz tool to New Quizzes in Canvas. The DE Committee recommends this path:
  o Turn on New Quizzes as optional for instructors late in fall 2021 so they can begin to train.
  o Keep New Quizzes on during spring 2022 so those who trained in fall can use it, and everyone else can get trained.

o Enable New Quizzes as the default once spring 2022 ends.

Based on feedback from Chabot, it's possible that #1 above will be removed, New Quizzes will be enabled between semesters, and all training will take place in spring 2022.

Despite a multitude of problems with New Quizzes, including the fact that it doesn't include all of the features of the current Quiz tool, Canvas has stated that beginning this summer, faculty will not be able to create quizzes using the current Quiz tool. Some of the problems are supposed to be solved prior to the summer, but others probably won't be solved.

A sample of the problems with New Quizzes:
- It doesn't support anonymous surveys.
- It doesn't support all textbook publisher quizzes.
- It won't migrate question banks (only the actual questions in the quizzes can be migrated).
- It doesn't support recording video.
- It doesn't support Proctorio.
- Once you use New Quizzes, you can't go back to the current Quiz tool.

    Links with more info on New Quizzes:
    - Canvas' timeline
    - New Quizzes FAQs
    - Comparison chart: Classic Quizzes vs. New Quizzes
    - New Quizzes guides
    - New Quizzes posts from the Product Blog

iii. Telecommunications/ Copy Services
- Employee office moves over the summer were completed, particularly those who resided in B2100.

- A couple of telecom systems will need to be upgraded this year:
  o E911 system will be end of life in June. This system connects the campus telecom system with PSAP (Public Safety Answering Point) to provide location information such as building and room information of where the call originated from so emergency responders can do so in a timely manner.
  o The CMS software for reporting of call center data used Adobe Flash to generate reports; Adobe Flash was end of life in December. Waiting on a quote for cost of upgrading this software.

- Student Services has requested to better utilize the eSARS product for scheduling of appointments online and into the SARS Anywhere software. We have been using eSARS in a couple of departments but the desire is to broaden that use significantly. An upgrade to eSARS was completed recently and now we are

working with District ITS to make improvements to its functionality before we start making configurations for all the interested departments.

   iv.   Website – No report.

B. District
   - Migrated the e-mail servers from on-premises to the cloud over the summer. There were approximately 1700 district-wide accounts that were moved. The old serves are in the process of being decommissioned as services are identified and redirected to the new platform. Training has been requested and will be developing a plan to address O-365 (Office 365) subjects when a new District Trainer is hired to replace the trainer who retired over the summer.

   - CRM Recruit a product by Ellucian, that works with Banner and ClassWeb to assist with the process of getting perspective students into enrolled students. The software also allows for tracking of ad campaigns to see how many students are responding and enrolling due to the campaign. Should be a good tool for Guided Pathways purposes. Regular interaction between the Outreach Specialist and Recruit will be important.

   - CRM Advise is another Ellucian product that works to support student success and will be working this year to bring that online. Planning to have a flex day session to introduce Advise and how it can support the needs.

   - Ellucian Ethos, an application integration hub, is being proposed to better enable integration between various systems and Banner. An upgraded portal will be part of this project as well as single sign-on with multi factor authentication and password resets.

   - District-wide technology planning is being discussed with linkage to the colleges and a role for the Technology Committees. A RFQ is being prepared to have a professional assist with the preparation of the documents.

5. **Old Business**
   A. LPC Technology Master Planning – Refer to the report from District Chief Technology Officer.

   B. Collaboration Needs with Colleagues and Students – Defer to future meetings and discussion of Office 365 tools.

   C. Technology Use under Emergency Circumstances (what we did; what worked; what to consider next time) – Nothing new to report.

   D. Technology Topics of Conversation in Guided Pathways – Looking forward to Recruit and Advise coming online and integrating with success teams.

   E. Website Analytics and Home Page Discussion – Nothing reported.

F. Text Messaging and Student Communication Platforms – Tamica Ward has been in conversation with Pronto and had a work group/ training session where they were able to look at the functionality and ask questions. Currently, our instance is linked to Chabot so they are looking at how to address separating the student populations so LPC can communicate with LPC students. A test group has been created. Scott Vigallon reported that Pronto has been fully integrated into Canvas for the instructional communication with students; a few trainings have been held and the faculty who are using it say it's working well. QUESTION: Has the possibility of importing Excel files into Pronto, say for recruiting, been explored? The plan, once the student groups are separated by college, is to message and invite all students to sign up for Pronto. With CRM Recruit and Advise coming online in the very near future it is hoped that those platforms can help to fill in the need for outreach and tracking of potential and in progress students. QUESTION: How would it work to send out messages with A&R information, would it go to each course? These registration messages would be sent out to all LPC students as announcements and students would not have the option to reply. QUESTION: Do we know how many students are using Pronto now? There is a way to report on this but since we are linked to Chabot, it isn't accurate.

6. **New Business**
   A. Reflection on Accreditation Standard 3C, Technology Draft – In 2019 the LPC Accreditation Steering Committee asked the Technology Committee to complete worksheets regarding the 5 sub-standard questions in Standard 3C and then return them to the VP of Academic Services. The committee was asked to review the draft response for Standard 3C, that was submitted in July to the VP for integration into the Institutional Self Evaluation Report. A significant part of the Accreditation process is "reflection" on the ISER. The committee noticed the following themes from the draft response:
   - Getting feed back from faculty, students and the whole campus and reviewing the surveys as well.
   - It was apparent, especially in the past year, how many enterprise applications and third-party software we rely on and will need to continue to. Thankfully we had it available for the pandemic.

   B. Board Policy and Administrative Procedures 5031 were reviewed. MOTION: To accept revisions by C. Thormoto and seconded by J. Howard; Unanimous.

7. **Good of the Order**
   - There's been conversation in Student Services about online forms that can be submitted and what kind of software to use. There are a few different applications that are available that support different purposes, Bruce Griffin can assist in identifying what would work depending on the need. One example was a form that needs to be routed to different people for review and approval.

8. **Talking Points – No recommendations.**

9. **Adjournment at 3:00 pm.**

10. Next Regular Meeting:
- November 1st
- December 6th
- January – Winter Break
- February 7th
- March 7th
- April – Spring Break
- May 2nd