



TECHNOLOGY COMMITTEE Approved Minutes

October 3, 2022/ 1:30 PM

Quorum: 5

Recorder: HUlrech

LPC Mission Statement	LPC Planning Priorities	
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 life-long learning.	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.
Chair (non-voting)	Faculty Association	SEIU
<input checked="" type="checkbox"/> Drew Patterson	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
Academic Senate	Classified Senate	Student Senate
<input checked="" type="checkbox"/> Justin Garoupa <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Mike McQuiston <input type="checkbox"/> Ruchira Majumdar <input checked="" type="checkbox"/> Jared Howard	<input checked="" type="checkbox"/> Hermina Sarkis-Kelly <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant <input type="checkbox"/> Vacant
Vice Presidents	Deans	Faculty
<input checked="" type="checkbox"/> Anette Raichbart	<input checked="" type="checkbox"/> Tamica Ward	<input type="checkbox"/> Collin Thormoto
College Technology Staff (non-voting)	District ITS Staff (non-voting)	Guests
<input checked="" type="checkbox"/> Steve Gunderson <input checked="" type="checkbox"/> Scott Vigallon * <input checked="" type="checkbox"/> Heidi Ulrech * <input checked="" type="checkbox"/> Tim Druley * *May vote as Classified Senate Representative	<input checked="" type="checkbox"/> Bruce Griffin	<input checked="" type="checkbox"/> Sara Woods <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order <i>For information</i></p> <ul style="list-style-type: none"> • Meeting called to order at 1:32 pm. • Attendees introduced themselves. • Quorum was met. • Drew Patterson and Mike McQuiston agreed to continue as committee co-chairs (Drew to facilitate the meeting and Mike to attend College Council). • Discussion on meeting venue. It was agreed to try a hybrid in-person/ Zoom solution. • Reviewed the Committee Charge. 	
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> • Agenda was reviewed. MOTION: To approve by Jared Howard and seconded by Justin Garoupa. 	
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> • Minutes for May 2 were reviewed. MOTION: To approve Mike McQuiston and seconded by Tamica Ward with one abstention. 	
4.	<p>Action Items <i>For action</i></p> <ul style="list-style-type: none"> • None. 	
5.	<p>Staff Reports <i>For information</i></p> <ul style="list-style-type: none"> • College <ul style="list-style-type: none"> ○ Computer/ Network/ Audio/ Visual <ul style="list-style-type: none"> ▪ Beginning of the semester activities: Imaging and updates were completed on all instructional computer systems across campus. ▪ All instructional classroom computers are in the process of being replaced with new systems. 	

- New GoPrint release kiosks are in the process of being replaced.
- Another 68 laptops were imaged for the Student Technology Loaner Program and President's Scholar Program. QUESTION: Can you speak more to these student technology programs? There are actually two programs in progress. There is a laptop loner program (started during Covid) that is available to all students to complete an online request to check-out a laptop through the library. There is also the President's Scholar Program that began this year which had over 80 applications from students in the Tri-valley. 20 students were selected for the program and will have their tuition and books paid for as well as the use of a laptop to support their academics while they act as college ambassadors for 2 years. The students that weren't selected for the program were still offered the opportunity to have use of a laptop, totaling the 68 laptops.
- Microphones and receivers were upgraded in the 1600 Cafeteria/ Board Room.
- Upgrades to the LiveStream hardware used for Commencement.
- Technology for the new Horticulture building was installed.
- 1:15
- Server updates and remediation of server security threats. District ITS has begun weekly threat assessments with remote scanning of servers.
- Inventory of all new systems and surplus of all systems removed from classrooms were completed.
- The Verizon cell tower project on building 4000 has been progressing:
 - The week of September 26th the CMU wall was completed; installed ?? frames; received structural test results; and began landscape restoration;
 - This week will begin the setup of equipment and install of antennas;
 - The week of the 10th a crane will be brought in place equipment on the top of the building;
 - The week of the 17th will complete installation of equipment and cabling; start powering up and testing;
 - Week of the 24th integration and commissioning of site; begin on-air testing;
 - End of the month begin clean-up and complete inspections. The contractor has also experienced equipment shortages so go live date is to be determined.
- The department is still experiencing equipment shortages and delays. In some cases, product lines are being dropped because chips aren't available. Audio/ visual projects in B4000, B1800, B1850, Rm 1680, B2100 and PSAMT building have been impacted due to these equipment issues. Technology has been meeting with vendors and the project management team to make adjustments to the designs without changing the functionality for the instructors or students. Some of the modifications are not ideal from a technology perspective but instruction should appear seamless.
- Previously, it was anticipated that a demo Hy-flex classroom would be installed over the summer,

this was also impacted by equipment shortages. All equipment has now been received and are working through some classroom logistics before beginning the installation of the system in room 1004. This mock-up is intended to be viewed and tested by anyone in the district and provide feedback about the experience.

- To date, OWL technology has been installed in 20 classrooms to provide hy-flex instruction.
- Currently working with Visix to upgrade our digital signage solution on campus. Will be reaching out to all the users of digital signage to insure images are transferred over and training is made available.
- Instructional Systems Technicians continue to provide support for LiveStreaming and hybrid activities such as: Convocation, College Day, Town Hall, Division Meetings and etc.
- Technology Department continues to be involved in the construction projects with meetings, reviewing mock-up, and design for: B2100, PSAMT, Viticulture and the recently completed Horticulture.
- OUESTION: Employees are inquiring about when T-mobile will be added to the DAS (distributed antenna system); they have concern about not being able to make or receive personal family or business calls in their work area? T-mobile has not been responding to our communications and we have no anticipation that they will be coming onboard in the near future. Currently, we have Verizon and AT&T cell coverage inside our buildings. There may be some opportunity for work-around service for T-mobile customers that can be explored.

○ **Instructional Technology**

- Twenty-five faculty members completed HyFlex training over the summer, bring LPC's total to 78. Eighteen faculty have signed up for Fall 2022 training, which begins tomorrow. Thirty-eight HyFlex sections have been scheduled for this fall.
- Students who took HyFlex classes in the spring were surveyed to determine their level of satisfaction. Of the 106 students who participated in the survey, 88% indicated that they were either satisfied or very satisfied with their HyFlex class. Additionally, 92% indicated that they would take another HyFlex class at LPC. Complete student and faculty survey results are on the Online Learning site's [Survey Results page](#).
- The following issues have been requested to be placed on the district Technology Coordinating Committee agenda for discussion since they involve both colleges and the district: using apps in Zoom, continuing to use Pope Tech in Canvas vs. enabling the faculty and administrative features of Ally, and whether or not to disallow students from using the ePortfolio tool in Canvas that has been breached by hackers.

- The 2021-22 DE Report to the Board of Trustees was approved as an information item September 13 and is now posted to the [DE Data, Reports](#) page on the Online Learning site.
- On September 29, Scott, VP of Student Services Jeanne Wilson, and Counseling Dean Joel Gagnon met with Canvas to explore Canvas Credentials, which is a digital badging program. Student Services is interested in awarding badges to students who complete milestones, such as earning 15 units or 30 units, in order to increase motivation. It's also interested in integrating badges with Guided Pathways. If Student Services wants to pursue Canvas Credentials, additional discussions will be needed.
- Scott is scheduled to meet with representatives from Guided Pathways on October 7 to discuss how GP can possibly be integrated into Canvas. The thought would be for each pathway to have its own Canvas shell and be populated with students within a pathway.

○ **Telecommunications/ Copy Services**

- For the month of August, the Copy Center completed 944 jobs, which is more than 50% of the volume they were completing prior to Covid.
- The three telecommunication projects that were in discussion last spring have been slow to progress.
 - The upgrade to CMS (call management system) for reporting in our three call centers is close to a signed SOW (scope of work). The CMS software relied on Flash software to produce reports on call center data and Flash went end of life while we were in Covid.
 - The upgrade of the e-911 (enhanced 911) system due to end of support, the vendor is in process of preparing a SOW. Enhanced 911 is a third-party solution that links our campus phone system to PSAP (public safety answering point) and provides building and room location information of the caller to PSAP for first responders know where to go; otherwise first responders would be searching the entire campus for the emergency. The e-911 system also sends an alert to Campus Safety that a 911 call was placed and allows for passive monitoring of the call.
 - For changing out of the elevator phones, our elevator maintenance company has walked all the locations and we're waiting on their assessment. By law, all elevators must have a phone with a direct ring-down to an emergency response location that is monitored 24/ 7 (Campus Safety). The current configuration and carrier of all campus elevator phones has become unrealistic in cost and the college has the capability to provide this service internally for no additional monthly charges, with the proper equipment.

○ **Website/ Home Page Analytics**

- There are Guided Pathways pages that are now being fed with success team information from the online directory.
- Admissions and Records webpages have had some updating with a cleaner look and feel.
- Redesigned the Degrees and Certificates webpages.
- Have been tasked with exploring making the college catalog fully online using Modern Campus.
- The call for a website redesign was quiet over the summer but expect will have more conversation after the new LPC marketing position is filled.

- **District**

- ClassWeb upgrades continued over the summer with three specific projects:
 - Okta is the solution for single sign-on to the Ellucian student portal with easier creation of e-mail accounts and resetting of passwords.
 - Launching the Ellucian Experience or student portal.
 - Upgrade from Ellucian self-service 8 to self-service 9 , coming this spring, which is expected to improve the registration experience for students.

QUESTION: Who is involved in deciding what information gets placed on the portal? There will be focus groups of faculty, staff and students to look at how the information is arranged or can be arranged by the student. QUESTION: Will students need to use their ZoneMail address to access the portal? How will students know what their ZoneMail address is in a timely manner for registration? Okta can create ZoneMail address much quicker than currently done, but that whole process will need to be examined to minimize blocks.

- A project scheduled for the spring is the merging of the two college DegreeWorks instances. The combined platform can then be upgraded to a more current version of DegreeWorks.
- CRM Advise project is in it's advanced stages of configuration and training and preparing the export process of Banner data into Advise (7 hour process with no user access during this initial export). QUESTION: When the configuration meetings were held last spring there were many who were unable to attend. Will there be more opportunities for counselors to give feed back regarding the configuration of Advise? Yes, the opportunity for input will continue, but will also be on-going even after Advise is rolled out.
- Enrollment analysis project with the Kennedy company to explore barriers that may be impeding students in the application and enrollment process.

	<ul style="list-style-type: none"> ○ Technology Master Plans for LPC, District and Chabot will be going to the Chancellor’s Cabinet for review and to the Board in November. <p>QUESTION: if a student is having trouble logging into their ZoneMail or getting access to student Microsoft Office accounts who should they be referred to for assistance? The Zone Help Desk.</p>	
6.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● LPC Technology Master Planning – See the District report. ● Collaboration Needs with Colleagues and Students – no new report. ● Technology Use Under Emergency Circumstances (What we did; what worked; what to consider next time) <ul style="list-style-type: none"> ○ Technology for Hy-flex Classrooms – See College Staff reports. ● Technology Topics for Conversation in Guided Pathways – See College Staff and District reports. Recently added a question to CCC Apply regarding Major Category for career and academic pathway. ● Forms and Workflows – On a district-wide level, some of the Student Services areas are working with Adobe Sign for forms such as Concurrent/ dual Enrollment. This will replace the existing Doc U Sign forms. QUESTION: Does Adobe Sign also offer workflows for things like signatures? That’s what is being worked through. ● Security Certificate for Website – Tim and Steve developed a plan for achieving this but need to find some time to do testing before making the transition. The new district 365 Outlook accounts in Azure may impact the web site that also uses Azure. Waiting to get the Scope of Work back from our vendor. ● GoPrint Wireless Student Printing – With the new buildings coming online next year this project will need to start moving forward. 	
7.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● None ● 	
8.	<p>Good of the Order/ Information Items <i>For information</i></p> <ul style="list-style-type: none"> ● None ● 	

9.	Future Agenda Items <i>For discussion</i> <ul style="list-style-type: none">• None	
10.		

Meeting adjourned at: 3:00 PM

Next meeting:

- November 7, 2022
- December 5th
- January – Winter Break
- February 6th
- March 6th
- April – Spring Break
- May 1st