



TECHNOLOGY COMMITTEE Draft Minutes

December 5, 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 checked="" type="checkbox"/> Ruchira Majumdar <input checked="" type="checkbox"/> Jared Howard	<input 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 type="checkbox"/> Tamica Ward	<input checked="" type="checkbox"/> Collin Thormoto
College Technology Staff (non-voting)	District ITS Staff (non-voting)	Guests
<input 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"/> Shriya Shah <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 1:37 pm. • Quorum was met. 	
2.	<p>Review & Approve Agenda <i>For action</i></p> <ul style="list-style-type: none"> • Agenda was reviewed. MOTION: To approve by Justin Garoupa and second by Ruchira Majumdar. 	
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> • Minutes from October 3rd were reviewed. MOTION: To approve by Mike McQuiston and seconded by Collin Thormoto. 	
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"> ▪ No report. ○ Instructional Technology <ul style="list-style-type: none"> ▪ A meeting was held November 15 with the CVC to get District ITS started on enabling the CVC Exchange Course Finder, which provides prospective students with live seat counts for online courses. Stacey Followill will take the lead on this project. The goal is to have the Course Finder operational by the beginning of Spring 2023 classes on January 17. After the Course Finder project is completed, work can begin on the technical implementation of making LPC and 	

Chabot Teaching Colleges. QUESTION: When will LPC be online and students from other community colleges can enroll in our classes? There is no timeline set for this.

- The CVC's financial aid automation system will debut in 2023, and there will be demonstrations and information sessions scheduled.
- Beginning in January, the CVC will pilot a default search filter that will show students only cross-enrollable courses (courses at teaching colleges). Students will still see their home college courses first (even if those courses are not cross-enrollable), and can unclick the default search to include all other courses if they so choose.
- On November 28, students who had used the ePortfolio tool in Canvas were emailed to tell them that because of a known security issue with that tool, it will be removed from our Canvas system on January 3, 2023. In the email, they were told that if they want to keep any content from ePortfolio, they should download that content and that they also have the opportunity to use Canvas' newer eportfolio tool called Folio. In the email, a link was provided to a [web page on the Online Learning site](#) that gives instructions on downloading content and for using Folio.
- At the November 18 Technology Coordinating Committee, it was decided that the issue of allowing employees to install Zoom apps would be taken to the district's Senior Leadership Team for discussion. The issue of installing apps in Canvas will also be discussed there since anyone with Teacher access in Canvas can install apps at the course level. In Zoom, if an app is requested, a Zoom administrator can approve the app just for that user or for everyone in the district.
- To inform students in non-instructional courses that since they voluntarily enrolled in the courses, there are no FERPA violations, Scott will post an announcement in each new course. He will also recommend to those with teacher access to these courses to remove students who are no longer enrolled at LPC (e.g. old students). He will also unpublish non-instructional courses that are facilitated by those who are no longer employed by the college or district.
- On November 2, VP Kristina Whalen emailed faculty to tell them they cannot switch modalities to their classes. These include online synchronous classes switched to online asynchronous, in-person classes switched to the online synchronous modality and switching back and forth between modalities over the semester. Whatever is in the class schedule must be preserved. Attendance accounting reporting to the State is tied to modality, and the college can get into trouble when unauthorized switching occurs.

Furthermore, faculty cannot temporarily switch classes online because of a personal emergency or a non-debilitating or non-COVID-related illness. If faculty have a personal emergency or illness, sick leave is the directed course of action. A temporary remote work assignment must

accompany a doctor's note approved by Human Resources. If there is an acute community emergency, such as fires, catastrophic road closures, or other emergencies affecting a large swath of students or employee groups, the college leadership team will determine if a temporary switch to remote instruction and services is warranted and provide directions about how that may be done within regulatory constraints...The above has been posted to the [Policies/Guidelines/Agreements](#) on the Online Learning web site.

- **Telecommunications/ Copy Services**

- Telecommunication projects that were in discussion last spring have been slow to progress.
 - The PO has been issued for the CMS upgrade and are in process of scheduling a kick-off meeting with the vendor project team.
 - Have another meeting with the vendor to answer some questions regarding the Scope of Work for the e911 upgrade.
 - Campus Safety and the Health Center have scheduled work to be done in B1700 later this month and will be working with the rest of the team to remove and reinstall technology and telecommunications in those two offices.
- SARS requests that have been received:
 - Updates to the SARS Kiosk in Student Life to better capture student use of the Mini Market.
 - Creation of a new eSARS site to facilitate self-scheduling of probation workshops.

- **Website/ Home Page Analytics**

- Working on new templates for the catalog which are due Friday. These new templates reflect much of the look and feel of the website.
- Worked with Steve G. and contractor to move the website off the old orphaned Azure server onto the District Azure server. From here an application gateway can be installed to function as the load balancer and then apply the security certificate.
- Working with Sarah Thompson on the Life Long Learning web page.

- **District**

- The new portal continues for move forward. Students have now been engaged in providing feedback. Currently, working to get ZoneMail accounts integrated for single login with a card for ZoneMail on the dashboard as well as a card space for Google documents. Still scheduled for a general release in March. QUESTION: What would be the benefit of having a card space for Google Docs? This is their

	<p>own space for Google Apps for Education and documents storage, students won't need to login someplace else.</p> <ul style="list-style-type: none"> ○ Banner self-service 9 upgrade is still in progress and will have a different look for ClassWeb. QUESTION: Counselors have been experiencing issues with Banner and not reaching certain forms? This has been reported and the ITS staff are looking into them; the issues seem to vary from day to day, user to user and browser to browser. In some cases trying a different browser has helped. ○ Next steps for Advise are being noted so it will be ready for the users soon. ○ A request for a second domain name for the college is being explored. Educause now allows two domain names for .edu organizations. 	
6.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● LPC Technology Master Planning – No report. ● Collaboration Needs with Colleagues and Students – On hold. ● 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 – No report. ● Technology Topics for Conversation in Guided Pathways – It was noted that there appears to be a broken link in CCC Apply as it relates to student success; ITS was alerted and it is being addressed. ● Forms and Workflows – On hold. ● Security Certificate for Website – See the Website report above. ● GoPrint Wireless Student Printing – Still pending. 	
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.	<p>Future Agenda Items <i>For discussion</i></p> <ul style="list-style-type: none"> ● None 	

10.		
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Meeting adjourned at: 2:09 PM

Next meeting:

- February 6th
- March 6th
- April – Spring Break
- May 1st