TECHNOLOGY COMMITTEE Draft Minutes

February 6, 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
☒ Drew Patterson	☐ Vacant	☐ Vacant

Academic Senate	Classified Senate	Student Senate
☒ Justin Garoupa	☒ Hermina Sarkis-Kelly	☐ Vacant
☐ Vacant	☐ Vacant	☐ Vacant
☒ Mike McQuiston	☐ Vacant	
☒ Ruchira Majumdar	☐ Vacant	
☒ Jared Howard	☐ Vacant	

Vice Presidents	Deans	Faculty
☐ Anette Raichbart	☒ Tamica Ward	☒ Collin Thormoto

College Technology Staff (non-voting)	District ITS Staff (non-voting)	Guests
☒ Steve Gunderson	☒ Bruce Griffin	☒ AJ Malaca
☒ Scott Vigallon *		☒ Kristen Whittaker
☒ Heidi Ulrech *		☒ Chasity Whiteside
☒ Tim Druley *		
*May vote as Classified Senate Representative		

Agenda Item	Information/Discussion	Action/Assigned To
1.	**Call to Order** *For information* • **Meeting called to order at 1:32 pm.** • **Quorum was met.**	
2.	**Review & Approve Agenda** *For action* • Agenda was reviewed. MOTION: To approve by Jared Howard and second by Justin Garoupa.	
3.	**Review & Approve Prior Minutes** *For action* • Minutes from December 5th were reviewed. MOTION: To approve by Justin Garoupa and seconded by Collin Thormoto.	
4.	**Action Items** *For action* • None.	

5.	**Staff Reports**
	For information
	▪ **College**
	  o **Computer/ Network/ Audio/ Visual**
	    ▪ **Start of the semester -** Imaging and updates were completed on instructional computer systems across campus and in multiple computer labs: 803, 2401, 2409, 714, 4226, 4240 1672, 804, 805 – Imaged Labs, 1002, 1004, 1013, 1052, 1054, 1859, B400, B1800, B1850
	    ▪ **New computers were deployed:**
	      o Room 713 – New Deployment 0f 35 Computers
	      o Room 2401- New PC deployment for RAW Center
	    ▪ **In progress:**
	      o Room 2409 – New Mac Deployment	

- o Replacement of GoPrint Printers in B2400, Rm 803
- o And new AiO for 4000 forensics Lab
- o We are starting to image laptops and all in one computer for the new buildings
- o Over the break the Campus Safety and the Health Center were remodeled. Technology re-installed all computer systems and AV components that were taken out for the remodel.
- **Oracle and Java - Removed Java from all labs -** Oracle contacted us a few months back and let us know that a subscription or entitlements are needed in order to install Java updates past version 8 update 202. In other words, they will be charging us past that update. Since the college's Java installs are well ahead of that update, our response has been to remove it from all instructional areas. We are also discussing this issue with ITS to see what the impact will be for staff computers but at the moment we think we are going to be fine moving away from it.
- **Student Use Laptops** - We are continually re-imaging and deploying laptops for student use through the library. If the library starts to get low or students return laptops they are reconfigured and put back into inventory.
- **Unitrends Recovery Series Appliance -** Unitrends backup and recovery series appliance with off-site cloud retention. Our backup appliance is about end-of-life. We have ordered a new backup appliance and off-site cloud retention to keep the instructional systems backed up and off site in case of an emergency.
- **VMWare -** We are upgrading our VMWare Infrastructure. We are adding a New Server host as well as upgrading server storage and memory. All hardware for this project is currently being shipped. Technology added a new VM server for the Avaya system, Heidi can speak more about that upgrade.
- **Audio Visual:**
  - o Still waiting on components for the Audio-Visual upgrades in building 4000 and the Science building. This has caused us to replace a few items that have been pushed out until the second quarter of this year.
  - o Starting to get quotes together for building 1600 AV Refresh
- **Digital Signage:**
  - o All new digital signage players are on site and the new server has been configured and is live. The instructional system team will be setting up some instruction with content providers as soon as they are ready to deploy. This will replace all digital signage on the campus.
  - o Getting touch panel display ordered for students to use interactive map. The location for this display is at the front desk in 1600
- **Hi-Flex Update:**

- Hi-Flex Mock-up is installed in room 1002 and is about 90% completed. We have a few instructors using it as is but as soon as the project is complete we will let Scott know and get some more feedback on how it functions.
- That all being said, the department has also installed the Owl technology in 20 classrooms providing Hi-Flex this semester. The main issues with the Owl technology was the quality of the camera and the Bluetooth connection as far as distance between cameras.
  - **Measure A** - The technology department continues to work on construction reviews, markups, and design for the building projects here on campus. These projects include:
    - 2100 Academic Support and Office Building
    - Public Safety Complex / Advanced Manufacturing & Transportation
    - Viticulture Building
    - Horticulture Building - Completed

- **Instructional Technology**
  - Since web accessibility is now in the contract, faculty have been asked if they want to undergo voluntary accessibility reviews of their Canvas courses. As of today, nine faculty have volunteered. Wanda Butterly will do the reviews, share results with the instructors, then work with them to remediate any inaccessible content.
  - Faculty participants were solicited last week to join this semester's HyFlex training cohort in March. So far, four have signed up.
  - The annual Online Teaching Conference is taking place June 21-23 in Long Beach. Early registration through May 10 is $399 and is available on the OTC'23 web site.
  - Progress is being made to integrate live seat counts into the CVC Course Finder. Scott, his counterpart at Chabot, and the schedulers from both colleges are testing and giving feedback on the work done so far. It is anticipated that the live seat count will go live on the CVC Course Finder some time in February. After the live seat counts are integrated, the technical work can begin on LPC and Chabot becoming Teaching Colleges.
  - At the January 20 statewide DE Coordinators meeting, it was announced that there is no designated funding for @ONE beyond June 30. Marty Alvarado, an Executive Vice Chancellor at the state Chancellor's Office, explained that the Chancellor's Office is reevaluating all IT contracts at the state level and that @ONE is being pulled out of the CVC. She said that the state is looking to expand professional development but does not know what that will look like in the future. QUESTION: Will this impact the Vision Resource Center? There was no mention of this.
  - The revised DE faculty satisfaction survey, now named the Online Learning Faculty Survey, was launched today.

- Three hundred thirty-four students completed the annual DE Student Satisfaction Survey in Fall 2022, and for the second straight year after the pandemic lockdown, the results were very positive. Typically, even when results are positive, there still tends to be lots of negative comments when students are asked at the end of the survey to provide any comments about DE at LPC. However, for the first time ever, the comments were overwhelmingly positive.
  - When asked to rate their level of satisfaction with different components of online learning, 77% were mostly satisfied or very satisfied with the DE program as a whole, 80% were mostly satisfied or very satisfied with the overall course quality, and 81% were mostly satisfied or very satisfied with overall course satisfaction. When asked if they would take another DE course from LPC, 90% percent indicated that they would.
  - Survey results are posted on the [Survey Results page](#) on the Online Learning web site.

- **Telecommunications/ Copy Services**
  - Telecommunications:
    - The Avaya CMS upgrade project is underway. The server has been configured and new software loaded. The only piece remaining is to transfer over the user/ department accounts and call data from the old sever to the new server and configure the backup location.
    - The e911 upgrade project contract was signed and PO generated before we closed for Winter Break. The first step is for the equipment to be ordered and configured by the vendor so we are in a bit of a lull right now.
  - SARS:
    - In the process of configuring two new eSARS sites for probation and dismissal workshops. These eSARS sites allow students to self-schedule appointments for the designed purpose.
  - With buildings 2100, 3400 & 3500 scheduled to come online this summer, requesting quotes for additional phones and copiers will be starting.

- **Website/ Home Page Analytics**
  - Working with Steve G. and the District regarding the security certificate for both college and district web sites. Onmi Update may have trouble publishing after March 30th otherwise.
  - The current version of Google analytics will be going away in July of 2023. Hope to have this addressed by the end of March but will need to coordinate with District Marketing as this may impact their ability to get data from the LPC site. The current plug-in used to provide heat mapping is not functioning and no solution has been determined.
  - Working on updates for the Counseling web site, should be published in the new templates shortly. Also the Basic Needs site is using the new templates. A new Student Support Center

	has been established in the Assessment Center and using the new templates. This has included new how to videos including how to upload the vaccine verification.
	
	    ▪ **District**
	        ○ CRM Advise project is moving forward. The ITS team has been working with end users on configuring this product for customization. Demos will be held for both colleges to engage the users on how the software can be most useful.
	        ○ Good progress has been made on the new portal; a card has been set up for ZoneMail to show the last 10 messages. March 13th has been scheduled to go live for students as well as employees.
	        ○ Will begin piloting multi-factor authentication for full-time employees. There isn't a state discount for this product for adjunct yet. The security in place reports on activity from outside the US which needs to be closely watched.
	        ○ The state has also identified funding for security at the districts, which is being better defined. The Microsoft 365, A5 for multi-factor authentication is an example of some of the opportunities. There was an assessment process for all districts to determine need for one-time funding. The assessment for CLPCCD identified a medium need, which acknowledges the work that has been done, but provides less funding for additional security upgrades.
	        ○ The new ITS Applications Services Manager, Kristen Whittaker, has reviewed the current projects involving Banner and Banner related applications and identified over 100 projects that are currently in progress or in queue. Project prioritizing will be important going forward.	

6.	**Old Business** *For discussion* • **LPC Technology Master Planning** – The technology plans went to Board in November. QUESTION: Are the plans posted someplace for viewing? The latest versions can be posted. This agenda item is complete and can be removed from future agendas. • **Collaboration Needs with Colleagues and Students** – On hold. • **Technology Use Under Emergency Circumstances (What we did; what worked; what to consider next time)** ○ **Technology for Hy-flex Classrooms** – Scott and Steve will continue manage the work being done for hy-flex and provide updates during their respective reports. This agenda item can be removed from future agendas. • **Technology Topics for Conversation in Guided Pathways** – The Ellucian Advise tool is getting the most attention in Guided Pathways right now. Canvas is also being looked at for how it can be used as a communication tool. • **Forms and Workflows** – On hold.	

	• **Security Certificate for Website** – See the Website report above. • **GoPrint Wireless Student Printing** – Will begin working on this project to be incorporated into the remodeled B2100. Steve will continue to provide information during his report. This agenda item can be removed from future agendas. QUESTION: Have there been any campuses that have gone away from student printing all together? The Library has logged hundreds or requests from students to use the free student print card so far this year. The Computer Center also reported that the free student print card has been popular and appreciated, especially for science classes and lab assignments. For many in the English Dept., final papers are requested electronically, but for in-class activities and students working collaboratively and annotating, a physical document is more successful. It was suggested that any future discussion of reducing or eliminating student printing should be addresses by the Academic Senate.	
7.	**New Business** *For discussion* • **2021-22 Technology Satisfaction Survey** - was reviewed. The weighted averages were between 4.28 and 4.55. In the comments section it was noted that comment 10 is currently being addressed. • **Governance Worksheet** – Reviewed the worksheet and current charge. Noted that the quorum changes every year based on membership.	
8.	**Good of the Order/ Information Items** *For information* • In Outlook, when a student sends an e-mail through Canvas and one replies to the student's e-mail, the auto-populate in the To field places the student name in all Caps (the equivalent of yelling). If this student information is pulled from Banner in this format, is there anything that can be done to format the name correctly without having to retype and risk a typo? In Word, you can right-click format to first letter capitalization. Also, Shift-F3 will change everything to lower case.	
9.	**Future Agenda Items** *For discussion* • None	
10.		

Meeting adjourned at: 2:27 PM

Next meeting:

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