



TECHNOLOGY COMMITTEE Minutes

May 1, 2023/ 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 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 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 type="checkbox"/> Tim Druley * *May vote as Classified Senate Representative	<input checked="" type="checkbox"/> Bruce Griffin	<input checked="" type="checkbox"/> Kristen Whittaker <input checked="" type="checkbox"/> Frances Hui <input type="checkbox"/> <input type="checkbox"/>

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 1:31 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 Collin Thormoto and second by Justin Garoupa. 	
3.	<p>Review & Approve Prior Minutes <i>For action</i></p> <ul style="list-style-type: none"> • Minutes from March 6th were reviewed. MOTION: To approve by Justin Garoupa and seconded by Collin Thormoto. 	
4.	<p>Action Items <i>For action</i></p> <ul style="list-style-type: 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"> ▪ Christine Hornbaker is taking the lead on technology set up and operation for Commencement. ▪ New building 2100: <ul style="list-style-type: none"> ○ Hardware installs have already begun: imaging of laptops for the English classrooms have been in progress for weeks; instructor stations have all been installed. ○ Tasks still pending: all student computers to be imaged and installed; purchasing and installation of Promethean displays. ▪ New buildings 3400/ 3500: <ul style="list-style-type: none"> ○ Technology installations to be done over the summer, also; most of the equipment is on 	

order or needing to be ordered: instructor stations, Promethean displays and etc.

- The Livermore Craft Beer Festival is May 13th on-campus and Steve is one of the organizers for the event.
 - Unitrends is the back-up system for all college data, the appliance is in the process of being installed and is in progress.
 - VM Ware upgrades to hosts and vlans is in progress.
 - Artic Wolf client deployment is in progress; working with District ITS on this project.
 - Move of the occupants in the Faculty Village at the end of May and coordinating technology moves.
 - Math Emporium will be moving into temporary classrooms in B2400 for the summer and additional technology and cameras will need to be installed.
 - Digital signage project is in progress.
 - The hyflex mock-up classroom is moving forward, having electrical issue with power to instructor's monitor for seeing students online.
 - Azure web server VM upgrade, Steve and Tim are working on.
 - Coordination of Horticulture and Viticulture projects.
 - Nine classroom builds in the Mertes Arts building that are in progress but waiting on parts.
 - Two classroom builds in Science expected to begin in June.
 - Installs in DSPS are in progress.
 - Quotes for AV upgrade in Science continue to come in.
 - GoPrint wireless student printing has been configured; still need to install, configure and test the printers for wireless printing; currently this is only available in the new English area as they are using laptops for their classes.
 - Apple computer life-cycle machines have been ordered.
 - All servers are in the process of being upgraded to Microsoft Server 2022.
 - Steve is participating on the hiring committee for the new Child Development Center Director.
- **Instructional Technology**
- The annual Technology Satisfaction Survey was launched this morning. It includes questions for both the Technology Department and the Teaching and Learning Center. Results are used to improve services to the campus, where necessary.
 - LPC's integration into the CVC Course Finder is now live. At last check, there were still tweaks that District ITS needs to make to ensure that all of the information from Banner gets fed into the CVC's systems is accurate. The next step is to begin the integration work to become a Teaching College in the CVC Exchange.

- Students choosing to enroll in HyFlex classes with the intention of participating asynchronously are being blocked from doing so in Class Web if they are enrolled in a different class that meets at the same time. Since the blocked students are participating asynchronously in the HyFlex class, there really should be no conflict. Currently, students have to sign an Overlap form and get it approved by the instructor and dean before submitting it to A&R. This topic was broached at the April 14 district Technology Coordinating Committee meeting to see if there is a technical solution that can be implemented to mitigate the necessity of an Overlap form. CTO Bruce Griffin said he will take this issue to the A&R Banner User Group.
- Turnitin workshops were created and offered to acquaint faculty with the new artificial intelligence (AI) tool that was released April 4. The Turnitin web page on the Online Learning site was updated with information and resources about AI detection. In order to have access to AI detection after January 2024, the district will have to upgrade its Turnitin package.
- Wanda Butterly will conduct voluntary web accessibility course reviews in Canvas for faculty on a year-round basis or until it cannot be managed because of the amount of time each review takes. This is an extension of the reviews we began this semester.
- On April 18, Scott emailed faculty soliciting registrants for the Summer HyFlex training cohort. So far, only four have signed up. Training begins Wednesday, June 28, and will continue for the next three Wednesdays. The deadline to register is May 12.
- An email was sent to all HyFlex students April 12 to solicit participation in the HyFlex Student Satisfaction survey. Of the 72 students who participated in the survey, 85% indicated that they were either satisfied or very satisfied with their HyFlex class. Additionally, 85% indicated that they would take another HyFlex class at LPC. Complete student survey results are posted on the Survey Results page on the Online Learning site.
- Guided Pathways wants to update, and get more usage out of, the online course model syllabus and the HyFlex model syllabus. At its meeting April 21, members discussed the two syllabi and brainstormed revisions. Since the two syllabi already contain the items that are required in the FA contract, items that are strongly recommended by the Academic Senate will be added. For face-to-face classes, faculty can use the HyFlex syllabus and simply remove references to HyFlex.
 - At the same meeting, Guided Pathways showed a sample pathway course that was redesigned by a contractor paid for by LPC. The contractor has added Cascading Style Sheets that can be used by any instructor at the college who wants to improve the design of their courses. When the TLC team gets access to these style sheets and is educated on them, it will develop workshops to train faculty on their usage.

- QUESTION: Any update on the STAC funding and retaining the use of Studio and Pronto? The STAC order form has been completed and all the tools from this year are being requested for next year. Studio will be paid for by the state.

- **Telecommunications/ Copy Services**

- Telecommunications:
 - The Avaya CMS upgrade project has finally been completed.
 - The e911 upgrade project - a kick-off meeting with the vendor has been scheduled for June.
 - The elevator phone lines for B2100 were installed over Spring Break. Planning to begin cross-connecting for all the new offices and classrooms around the middle of May.
 - Waiting for tentative dates to begin doing telecom work in B3400/ 3500.
- Copy Services:
 - New copiers for B2100 and B3400/3500 have been ordered and scheduled for delivery in early June. The existing copiers that are moving into B2100 are scheduled to be moved by Ricoh on June 1st.

- **Website/ Home Page Analytics**

- No report.

- **District**

Upcoming projects going into next year:

- DegreeWorks Merger of 2 college instances into 1: this will allow for better integration with CRM Advise and MyPortal.
- Banner Cloud-based hosting: Are not going with the Banner SAAS (software as a service) solution that Ellucian is recommending; moving into the cloud where this is more protected from local disaster and lower cost than replacing physical on-site hardware.
- Banner Self-service/ ClassWeb upgrade to version 9: this is the advanced version for registration that was part of the Kennedy Co. discussion, and will tie into DegreeWorks and other Banner modules. Will have a more updated “drag n drop” functionality.
- Continue the MyPortal rollout (phases II & III). QUESTION: What’s the timeline? There will be ongoing card development; part of doing this requires pulling data into and creating data repositories first. The focus will be on DegreeWorks and Advise cards.
- Continue to configure CRM Recruit.
- CRM Advise Phase II will continue with refinement to meet the needs of the colleges/ district. QUESTION: What’s the timeline and what is to be accomplished in this phase? Advise will be going live

	<p>in May so this will be taking it further. The first phase is to get Counseling going with: communication tools, priority registration, orientation, assessment, and SEPs. Phase II will add more users, build on communication tools. Plan to go live and start training on June 1st.</p> <ul style="list-style-type: none"> ○ Continuing work on becoming a CVC-OEI Teaching College. ○ Compliance Projects to make the district compliant with new laws. ○ Counseling Dashboard is a project that came out of the last faculty contract. 	
6.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● Collaboration Needs with Colleagues and Students – In the past year or more, the college/ district have implemented a couple of solutions that encourage collaboration: Pronto and Microsoft 365. The committee agreed to remove this topic from Old Business. ● Technology Topics for Conversation in Guided Pathways – topics were covered earlier in meeting. ● Forms and Workflows – On hold. ● Security Certificate for Website – Azure servers have been upgraded and certificate applied, project completed. Agenda item can be removed from Old Business. 	
7.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● My Portal: Questions and Feedback – the launch has been going well: 19,112 accounts have been activated, this consists of CLPCCD employees and current CLPCCD students, with a 13 % activation rate.; Announcements going to new students shortly and activation reminders going out at scheduled times. The primary reason for launching My Portal was to prepare for Single Sign On. Students can now reset their passwords using MyPortal. Five incorrect logins will lock one’s account for 5 minutes. MyPortal cards are continuing to be created. MyPortal user group will be created in May to discuss the creation of cards as well as a feed-back form. Login pages for both ClassWeb and MyPortal will continue to be active at least through September. <ul style="list-style-type: none"> ○ QUESTION: The Library uses the Unicon SSO that is tied to the ClassWeb password and now there is the Octa SSO, how is this going to be merged with all the different logins including Canvas? Phase I was intended to just get the MyPortal SSO up; Phase II will be defining more detailed needs such as all the different system logins and adding applications. ClassWeb eventually will not be front facing, so it will be a task to identify all the actions in ClassWeb and assign them to a card. ○ QUESTION: Is there a way for employees to see what students see on MyPortal so that they can assist the student? Because of the different roles between faculty, classified, student and etc. not everyone gets access to all cards; ITS is considering the possible use of guest accounts. ○ There have been some reports of students feeling bombarded with “set up your account” messages 	

	<p>without understanding what it was for. Students in the test group were positive about how easy MyPortal was to use on their mobile device.</p> <ul style="list-style-type: none"> ○ During this process it was made very clear that there should be no disruption to the fall enrollment process and the familiarity of ClassWeb; but understand the potential confusion of having two systems available at the same time. In the fall there will need to be a cleaning house to update documentation to reflect MyPortal instructions and not ClassWeb. ● Student Printing in the Library – The library has been awarded Equity grant funding to allow students to print at no charge. The first process was to purchase GoPrint debit cards with the funding and allow students to use them, which worked until it was determined that the process was administratively improper. Because the print cards are viewed under the same requirements as gift cards the process needed to be modified to require the student to provide personal information on a check-out sheet. Going into next year the library would like to see a different process put in place that is less cumbersome and intrusive, such as enabling the system to allow free printing. The GoPrint system does have different roles that can be configured and enabled, but to what degree can these roles be applied and stand in an audit. Additionally, the GoPrint system was put in place to address the enormous amount of prints that were discarded at the end of the day; with enabling free printing in the system would we be returning to those days. There are other payment options that GoPrint has available (besides debit cards) that may provide a different approach to supporting student printing; but the first need is to get the wireless printing operational before we begin to look at additional payment options. The soonest technology may be able to begin to research payment options might be the fall, and it would need to be a college-wide conversation as it could involve various different departments to implement and manage. There have been exploratory conversations within the library and the Directory of Student Equity about creating special funding programs. VP Raichbart express strong willingness to work with the Director of Student Equity to identify ways that could allow such a program to operate; the library will attempt to setup a meeting with the key players. It was also noted that printing has been identified as an equity concern and goes beyond printing for instructional purposes but also for personal matters of critical need (completing legal documents). 	
8.	<p>Good of the Order/ Information Items <i>For information</i></p> <ul style="list-style-type: none"> ● Next meeting will be in the new academic year and will be needing to nominate and select a new committee chair, please consider. ● Could we please ensure that our communications going forward do not include Covid information. The web master has been assigned the task of removing Covid related information. The District Public Information Office has also been tasked with reviewing Covid messaging. ● Administrative Services has had interest in using a workflow system to manage submission of forms and approvals. As an interim solution, Administrative Services will begin piloting a workflow solution, Informed 	

	<p>K12. More information will be coming out and feedback will be welcome.</p> <ul style="list-style-type: none"> • There was a Flex Day session on OneDrive facilitated by Ms Ulrech. It was noted that the session was helpful with getting started with using OneDrive and making life easier. 	
9.	<p>Future Agenda Items <i>For discussion</i></p> <ul style="list-style-type: none"> • Is there a priorities list for integration of technology; it appears that District ITS has a list but is not aware of one for the college. And who would be the keeper of this list? Like to start this conversation in the fall. • 	
10.		

Meeting adjourned at: 2:50 PM

Next meeting:

- October 2nd
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