



# TECHNOLOGY COMMITTEE Minutes

November 6, 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.
<b>Chair (non-voting)</b>	<b>Faculty Association</b>	<b>SEIU</b>
<input checked="" type="checkbox"/> Drew Patterson	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<b>Academic Senate</b>	<b>Classified Senate</b>	<b>Student Senate</b>
<input checked="" type="checkbox"/> Dan Marschak <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 checked="" type="checkbox"/> Shriya Shah <input checked="" type="checkbox"/> Yvette Nahinu <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant <input type="checkbox"/> Vacant
<b>Vice Presidents</b>	<b>Deans</b>	<b>Faculty</b>
<input checked="" type="checkbox"/> Anette Raichbart	<input checked="" type="checkbox"/> Tamica Ward	<input checked="" type="checkbox"/> Collin Thormoto
<b>College Technology Staff (non-voting)</b>	<b>District ITS Staff (non-voting)</b>	<b>Guests</b>
<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"/> Kristen Whittaker <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p><b>Call to Order</b>  <i>For information</i></p> <ul style="list-style-type: none"> <li>• Meeting called to order at 1:32 pm.</li> <li>• Quorum was met.</li> </ul>	
2.	<p><b>Review &amp; Approve Agenda</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>• Agenda was reviewed. MOTION: To approve by Collin Thormoto and second by Yvette Nahinu &amp; Anette Raichbart.</li> </ul>	
3.	<p><b>Review &amp; Approve Prior Minutes</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>• Minutes from October 2nd were reviewed. MOTION: To approve by Ruchira Majumdar and seconded by Collin Thormoto.</li> </ul>	
4.	<p><b>Action Items</b>  <i>For action</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
5.	<p><b>Staff Reports</b>  <i>For information</i></p> <ul style="list-style-type: none"> <li>• <b>College</b> <ul style="list-style-type: none"> <li>○ <b>Computer/ Network/ Audio/ Visual</b> <ul style="list-style-type: none"> <li>▪ No report.</li> </ul> </li> <li>○ <b>Instructional Technology</b> <ul style="list-style-type: none"> <li>▪ Because of a lack of student online tutors working in the Tutorial Center, Math online tutoring is shifting back to NetTutor, according to Jin Tsubota. Jin will monitor its usage since NetTutor</li> </ul> </li> </ul> </li> </ul>	

comes with a cost, and usage for Math is expected to be high. Math tutoring for NetTutor was turned on October 25.

- On October 20, President Foster convened the Teaching and Learning Center Insight Team to lay the groundwork for designing and developing a more comprehensive TLC. The goal is that by March 2024, the team will provide a proposal for a new TLC that will address the purpose and function of it, the physical space, and resources for personnel and support. Scott, along with David Powers, Scott Miner, and Aubrie Ross volunteered to spearhead the team's work.
- If anyone wants to recommend improvements to Canvas, they can vote in [Canvas' Ideas and Themes program](#) through November 15. Ideas are organized into themes, and once voting closes, Canvas will review and assess which themes should be moved to the Prioritized theme status. It will announce which themes it plans to prioritize for discovery and development within the first half of 2024 during the first two weeks of January.
- On October 19, Scott and David Powers led a Flex Day session titled Classroom Artificial Intelligence Resources that had 26 participants. Scott and David demonstrated some resources, then Scott presented the new AI Resources course in Canvas. During the session, Scott mentioned that he will conduct AI workshops for faculty either later this semester or beginning in the spring. He also told the audience that since the topic of AI is so huge, he would be receptive to any help from instructors. At the end of Flex Day, Scott emailed all faculty, telling them that if they wanted access to the AI Resources course, they just needed to fill out a short form. As of today, there are 40 instructors in the course.
- At the October 13 TCC meeting, nothing was resolved on the issue of allowing students to have limited Teacher access to Canvas non-instructional courses, particularly for student clubs. Chabot, which does not allow students to have Teacher access, does allow limited Teacher access for embedded student tutors in instructional classes. The DE Committee voted to allow one student each in student club non-instructional courses to be able to post Announcements, create Pages, and create Discussions. The committee also decided to discuss limiting instructors' abilities to add students and change user roles in instructional courses at an upcoming meeting.
- On a recent Canvas webinar, a college asked when it should begin its migration plan to New Quizzes. Canvas explained that even though it hasn't established a date for Classic Quizzes to be sunsetted, it is encouraging customers to begin the migration and transition process. When we begin this process, it will be a huge lift as everyone who uses quizzes in Canvas will be affected. We would also need to be on the same migration and transition plan as Chabot.
- Canvas announced last week that its redesigned Discussions and Announcements tools will be enforced on July 20, 2024. Since July 20 is in the middle of the summer session, the two new

interfaces will have to be enforced locally just before the first summer session begins. Training will commence in the spring. Resources will also be sent out to faculty.

- **Telecommunications/ Copy Services**

- Telecommunications:

- A tentative date for installation of the new elevator phones is set for after Thanksgiving. Once this is complete and all the phones have been moved over to the campus PBX, the expensive carrier lines can be deleted.

- **Website/ Home Page Analytics**

- Went live with a new calendaring event system, Trumba. There are calendars for different departments that can be managed by the department. It is also feeding into the mobile app. Will need to work on encompassing all the calendars into one on the website. QUESTION: Can the academic dates be included in the calendar? Very possible. QUESTION: Who decides what does or doesn't go on the calendar? If there is any request that is questionable, usually the President's Office and/ or Outreach will weigh-in. Having a screening criteria for events that are posted on the calendar may be a good idea.
- Demo of MS Clarity (analytics software).

- **District**

Projects continuing from over the summer:

- Oracle Cloud Infrastructure project (OCI) which will be moving Banner and the related suite of applications into the Oracle hosted cloud. The ITS Network and Applications teams are currently working to build the infrastructure.
- CRM Recruit project is in the early stages of working with CLPCCD Public Information Office, ITS and Ellucian to understand how the communications function works.
- The DegreeWorks merger and upgrade project, being managed by Kristen Whittaker, is also being impacted by the OCI project. Some of the improvements from the upgrade will be: printing of Ed Plans again; addition to MyPortal and ClassWeb/ SSB9.
- Continued work on MyPortal. ITS is determining the processes for placing data from Banner into the "data lake" without requiring more resources than necessary. This data will be important for the next phases of cards on MyPortal.

6.	<p><b>Old Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>• <b>Technology Topics for Conversation in Guided Pathways</b> – Working a lot with Scott on the Canvas piece of having all students loaded into one shell; it was explained that what’s in place in Canvas is a temporary solution and the shell contains links that direct students to pages on the website. Also working with Chip Woerner on how to create the information for students.</li> <li>• <b>Forms and Workflows</b> – On hold.</li> <li>• <b>My Portal, Update, Questions and Feedback</b> – Refer to District report. QUESTION: Will there be some type of user group to discuss user/ student experience and such? Part of the technology road map that consists projects such as myPortal, DegreeWorks, SSB9 and etc. are all delivered products that are not configurable. The user group that has been formed is currently discussing marketing and how best to get the message and technology out to students.</li> <li>• <b>Student Printing in the Library</b> – Print rules have been set up in the library starting today. Thank you to Steve G, Heidi U, and Cassondra Reinsel and others behind the scenes for making this happen. Students in the library can print jobs in black up to 22 pages and color up to 6 pages with funding from Basic Needs. This item can be removed from the agenda.</li> <li>• <b>Technology Project Request Process</b> – it was noted that the discussion from the last meeting was helpful to narrow down what is needed. There have been conversations with David Reed, at District, about developing a process for moving new products forward. It was also noted that ITS is working on a request process that may be part of future discussions. It was suggested that some type of cheat sheet be developed for the departments to assist users with navigating the process for requesting technology; some type of deliverable to address Dr. Foster’s concern. Continue discussion at the next meeting.</li> </ul>	
7.	<p><b>New Business</b> <i>For discussion</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	

8.	<b>Good of the Order/ Information Items</b> <i>For information</i> <ul style="list-style-type: none"> <li>•</li> </ul>	
9.	<b>Future Agenda Items</b> <i>For discussion</i> <ul style="list-style-type: none"> <li>• Review of draft technology teaching learning and success survey.</li> <li>•</li> </ul>	
10.		

**Meeting adjourned at: 2:17 PM**

**Next meeting:**

- December 4th
- January – Winter Break
- February 5th
- March 4th
- April – Spring Break
- May 6th
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