



**Technology Committee
Meeting Minutes (DRAFT)
October 7 2024, 1:30 p.m.**

Recorder: Estella Sanchez

LPC Mission Statement	LPC Planning Priorities 2024		
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.	Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.
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 type="checkbox"/> Cindy Rosefield <input checked="" type="checkbox"/> Michael McQuiston <input type="checkbox"/> Ruchira Majumdar <input type="checkbox"/> Jared Howard <input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Hermina Sarkis-Kelly <input checked="" type="checkbox"/> Shriya Shah <input type="checkbox"/> Yvette Nahinu <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Isabella Qiu <input type="checkbox"/> Vacant	
Vice Presidents	Deans	Faculty	
<input checked="" type="checkbox"/> Sean Brooks	<input checked="" type="checkbox"/> Tamica Ward <input checked="" type="checkbox"/> Michael Schwarz	<input checked="" type="checkbox"/> Collin Thormoto <input checked="" type="checkbox"/> Peter Kuo <input checked="" type="checkbox"/> Howard Blumenfeld	
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"/> Tim Druley * *May vote as Classified Senate Representative	<input checked="" type="checkbox"/> Bruce Griffin	<input checked="" type="checkbox"/> Kristen Whittaker	

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Welcome / Call to Order/ Introductions <i>For information</i></p> <ul style="list-style-type: none"> • Meeting called to order at 1:36 pm. • Introductions. • Quorum was met. 	<p>Quorum Met</p>
2.	<p>Review and Approval of Agenda – October 7, 2024 <i>For action</i></p> <p>Agenda was reviewed. MOTION: To approve by Howard Blumenfeld and second by Tamica Ward.</p>	<p>October 7, 2024 Meeting Agenda Approved</p>
3.	<p>Review & Approve Prior Minutes – May 6, 2024 <i>For action</i></p> <p>Minutes from May 6, 2024 were reviewed. MOTION: To approve by Collin Thormoto and seconded by Tamica Ward.</p>	<p>May 6, 2024 Meeting Minutes Approved</p>
4.	<p>Action Items <i>For action</i></p> <p>None</p>	
5.	<p>Staff Reports <i>For information</i></p> <p>College</p> <ul style="list-style-type: none"> ○ Computer/ Network/ Audio/ Visual – Steve Gunderson thanked the staff in the LPC Technology department for working over the summer to get instructional systems ready and for knocking out a number of other projects that include: <p>Computer/Network support and Instructional Systems These projects included upgrades to Windows 11, Imaging and updates on existing instructional systems, and new computer replacements for PHASE-1 of the latest computer Lifecycle.</p> 	

The department imaged and updated over 958 computer systems in preparation for the semester. This included systems in the following buildings

- 2100 and the LRC
- 2400, 700, 4000, 1000, and 1800

Included in that number are 327 new replacement systems that were installed for PHASE-1 of the latest computer Lifecycle.

All removed systems were also prepped and staged for surplus.

– **Updates - LPC Technology Projects**

Starting with the board items for October:

- Apple replacement cycle at the LPC campus. This includes systems for various locations across the campus but will complete the MAC lifecycle.
- The department is also replacing all Audio-Visual instructional equipment for the science building 1850 on Level 1. This includes all classroom audio visual components and equipment.
- The department is also replacing all Audio-Visual instructional equipment for 1600 Instructional Classrooms. Again, this includes all classroom audio visual components and equipment in the building.

– **LPC Technology projects currently being worked on are:**

- 1850 Science Buildings Audio-Visual upgrade for Level 2. Still waiting for parts. This project is scheduled to be completed in November.
- Theatre Audio Visual Upgrades for B4000 – This project will replace all Instructional Audio-Visual equipment for the main Theatre area. Completion is scheduled for some time in December.
- Monitor System Upgrade Mertes Center – This includes the lobby areas and the green room, as well as backstage. Completion is scheduled for some time in December.
- LPC Cafeteria Audio-Visual upgrade – This upgrade includes all Audio-Visual Components as well as the screen in the cafeteria area. This project is scheduled for completion in December.
- P.E Complex – Field Audio System – This project will replace failing backend systems as well as the Speakers and the connectivity for the LPC Field. Not scheduled as this report but the design is in review, and we expect to complete it by the end of the year.
- Share-Links in B1000 are scheduled for replacement. These upgraded models will be installed into all the existing classrooms and are scheduled to be completed in November. There are a number of connectivity issues that the replacement should resolve.
- AVAYA Phone System Upgrade – This upgrade will bring us up to date on the Avaya Core applications. We will also be provisioning a new VM server for the upgrade. There are too many components to go over but basically it is an upgrade of the AVAYA environment.

The SOW is under review, and we have not scheduled this yet.

- Verizon Rooftop Antenna Project. – We are working with John Sybert on this project to get the antennas upgraded to 5G
- Next, Steve thanked the staff for the great work they did with Commencement and hosting convocation this year. As they always do a great job.

Last, Steve mentioned that the technology department continues to work on construction reviews, markups, and design for the building projects here on campus. The department has already reported on the 2100 Academic Building, the Public Safety Complex and Advanced Manufacturing & Transportation, and the Horticulture Building. Over the summer Viticulture was bought online by ITS and LPC and we are currently working with facilities for the NEW STEAM Complex.

○ **Instructional Technology**

- Scott Vigallon announced that Canvas long-awaited Checkpoints feature should be available in November and that typically new features and tools are not introduced in the middle of the semester. The earliest Checkpoints will be implemented is the beginning of spring semester 2025.
- On September 25th, emails about Wizard, a new Chrome extension that uses AI to give students answers to Canvas Classic Quizzes, will begin to circulate on statewide listservs. TLC staff tested Wizard and found that it works remarkably well. In an effort to combat the tool, Webmaster Tim Druley created CSS code that hides the AI-generating button in quiz questions. Next the code was then applied to the production system. Scott indicated that with Wizard’s developer, it is possible of it ending up being a cat and mouse game. Canvas has been informed about Wizard and has sent a cease-and-desist order to the vendor. The substantive change application for Distance Education was approved by the ACCJC. Prior to being submitted it was presented to the Curriculum Committee, Academic Senate, and Distance Education committee.
- In summer 2024, the success rate of 77% was two percentage points off the highest ever for a summer term (79%), set in summer 2019. The retention rate of 87% was also two points lower than the all-time summer high of 89%, set in Summer 2018.
- CVC-@ONE is starting an AI Community of Practice in October, and part of the program is creating training for trainers who will be working with faculty on AI matters. The faculty training is supposed to begin in the spring.
- English instructor Angelo Bummer will serve as the college’s Second Consortium Rep to the CVC-OEI Consortium.
- Adjunct English instructor Kathleen King has accepted the position as the college’s new Instructional Technology Coordinator. The appointment is expected to be approved by the board on October 15. “Kat” will begin October 23. Scott’s final day is October 31.

	<p>On September 23, District ITS, along with Scott and his counterpart at Chabot, participated in an introductory meeting with a vendor called Apogee to discuss and see how its Apogee College Data Adapter synchronizes data between Banner and Canvas. The adapter syncs data, such as students and faculty, subaccounts, terms, courses and sections, cross-listed courses, enrollments, and grades...all in real time. The main benefit for students is that when they add a class, they would no longer have to wait several hours before Banner put them into that Canvas course. The reverse is true in that when students drop, those drops will be reflected in People and the Gradebook immediately. The adapter also works with the CVC Exchange when LPC and Chabot become Teaching Colleges. Currently, 5 CCC districts and 9 colleges are using this tool, though one is in the process of rolling it out. Info from the meeting will be taken back to District ITS leadership for discussion before any possible next steps are taken, including perhaps discussing the tool at the district TCC.</p> <ul style="list-style-type: none"> ○ Website/ Home Page Analytics <ul style="list-style-type: none"> ● Tim Druley reported the Webservers have been upgraded to 2 servers (Web 1 & Web 2) with back-up if a server goes down and that the upgrades went smoothly. LPC websites are now in the newer templates. ● Online Catalog is being used. ● Upgrades have been made to the mobile App with uncertainty of what will happen with the App. ○ District <ul style="list-style-type: none"> ● Bruce Griffin reported on the following: <ul style="list-style-type: none"> - Network equipment at LPC is going to Board, switches have a life span of 7-8 years. - Multi Authentication is only for Faculty and Staff - Cyber-Security Training - Zoom Data Limits - Acknowledged App Services Team and A&R Team for all they have done with DegreeWorks. At the next Tech meeting Web Accessibility Task Force will be set. 	
6.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● My Portal Update – Kristen Whittaker gave an update on my portal and mentioned the DegreeWorks card has been added to the portal. The next card to be added will be the library card. Next, Kristen mentioned that my portal is replacing Class Web and students should be referred to log into my portal. ● Forms and Workflows – On hold. 	

7.	<p>New Business <i>For information</i></p> <ul style="list-style-type: none"> • Anti-Spam Filter – Other tools are being looked at to replace Barracuda as lots of spam continues to come thru. 	
8.	<p>Good of the Order/ Information Items <i>For information</i></p> <ul style="list-style-type: none"> • None 	
9.	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting adjourned at 2:45 p.m. 	
10.	<p>Next Meeting:</p> <ul style="list-style-type: none"> • November 4 • December 2 	