



Technology Committee
Meeting Minutes (DRAFT)
November 4, 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 checked="" type="checkbox"/> Howard Blumenfield <input type="checkbox"/> Jared Howard <input type="checkbox"/> Vacant	<input checked="" 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 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"/> Collin Thormoto <input type="checkbox"/> Michael Schwarz	
College Technology Staff (non-voting)	District ITS Staff (non-voting)	Guests	
<input checked="" type="checkbox"/> Steve Gunderson <input checked="" type="checkbox"/> Kathleen King * <input type="checkbox"/> Tim Druley *	<input checked="" type="checkbox"/> Bruce Griffin	<input type="checkbox"/>	

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. 	Quorum Met
2.	<p>Review and Approval of Agenda – November 4, 2024 <i>For action</i></p> <p>Agenda was reviewed. MOTION: To approve by Collin Thormoto and second by Yvette Nahinu.</p>	November 4, 2024 Meeting Agenda Approved
3.	<p>Review & Approve Prior Minutes – October 7, 2024 <i>For action</i></p> <p>Minutes from October 7, 2024 were reviewed. MOTION: To approve by Collin Thormoto and seconded by Yvette Nahinu. Abstain to vote by Howard Blumenfield.</p>	October 7, 2024 Meeting Minutes Approved
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 – No update given by Steve Gunderson. <p>Instructional Technology</p> <ul style="list-style-type: none"> • Kathleen King shared she replaces Scott Vigallon who officially retired. 	

	<ul style="list-style-type: none"> • The first district wide accessibility work group is going to be convening on November 15th. The work group includes DSPS Coordinators, Instructional Technology Coordinators and Specialists, Webmasters, Faculty to help support the work of making everything accessible on the web or on canvas. • Wanda Butterly is monitoring accessibility on canvas for Las Positas, and gave an update at the last DE Committee meeting with the numbers being a little over 93% accessible for canvas and are still continuing to work on issues related to AI. • Kathleen will be meeting with Faculty member Catherine Suarez who is leading conversations on AI to see what support is needed based on conversations taking place. • Canvas is releasing some new AI tools themselves, which instructors can use to create, content or help write letters and other material. A meeting will take place with Chabot to talk about some of the new tools available, as most of the new tools would need to be turned on for both Chabot and Las Positas. An update will be provided to all and to Faculty on anything new that comes out. • Canvas is running smoothly and there will be a surprise new feature in November including redesigning discussion boards. Kathleen will be sending out a tutorial for instructors, including text instructions and video instructions to help people see what it will look like beforehand. <ul style="list-style-type: none"> ○ Website/ Home Page Analytics Tim Druley was not in attendance to report. ○ District <ul style="list-style-type: none"> • Bruce Griffin reported on the following: <ul style="list-style-type: none"> - The first round of CRM Advise automated messaging is completed and is tool that works on student retention. The focus will be on student Ed plans and reaching out to students who don't have Ed plans. Along with the messaging system the dashboards have been used for some time. - Class Web upgrades are in the works. The new system will need to be in place by the end of spring 2025 with the goal of student registration running in parallel with the current class web. - Joining the teaching college cohort for CVC OEI was mentioned that will allow students to take our courses from other colleges if found on the CVC course exchange. 	
6.	<p>Old Business <i>For discussion</i></p> <ul style="list-style-type: none"> • My Portal Update – Bruce to bring screenshots to the next meeting. • Forms and Workflows – Remove from the agenda per Drew. 	

7.	New Business <i>For information</i> <ul style="list-style-type: none"> • CLPCCD Software Request Process – On hold 	
8.	Good of the Order/ Information Items <i>For information</i> <ul style="list-style-type: none"> • None 	
9.	Adjournment <ul style="list-style-type: none"> • Meeting adjourned at 1:57 p.m. 	
10.	Next Meeting: <ul style="list-style-type: none"> • December 2 	