



## Technology Committee

October 24, 2011  
2:30 pm, Room 4129

### MINUTES

Present: Angela Amaya, Valerie Ball, Carol Edson, Jon Gonder, Steve Gunderson, Ruth Hanna, Bob Kratochvil, Sherman Lindsey, Jovian Marcelo, Jeannine Methe, Dyan Miller, Paul Sapsford, Heidi Ulrech, Scott Vigallon, ,

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#### 1. Welcome

Called to order at 2:33pm by Chair, Angela Amaya.

#### 2. Review of September 26, 2011 Minutes

Motion: to approve minutes with corrections:  
(moved: D. Miller /seconded: J. Gonder ) Approved

Comment: The Technology Committee still needs 2 representatives – 1 Classified and 1 from Arts & Communications. It was suggested to talk to Bill Eddy regarding a classified representative.

#### 3. Reports

##### *a. District*

##### *i. Jeannine Methe -*

- A. Waitlist - (2) handouts – these are posted online as well as handed out to faculty already. Faculty need to decide if they want a waitlist of 20. Students are notified online when an opening becomes available. There is no action required of the instructor until the first day of class. Once the faculty member opens the opening day roster, the waitlist will close. Anyone confused by the process should please contact to Jeannine. All of the information is available online. Have sent out the info. Open for questions

Question - Do the instructor have to take the waitlist students first? Yes. However the waitlist is not a guarantee of getting in the class. If a student is on the waitlist, but does not show up for the first class meeting, then the instructor is not obligated to take.

Question – Has there been any discussion about online classes? The students should communicate with the instructor that they are still interested in adding the class.

Question - What constitutes the first day of class for an online? Usually sometime during the first week. This is at the instructor's discretion.

Question – How was it communicated to the faculty and students? Presented at the Division Meetings. One suggestion is present at the Town Meeting. It is better to present to smaller groups.

Comment - Regarding the Zone email system. If this is going to be the mode of communication, then we need to make sure the students are aware and using the Zone email. Possible suggestions is to post on the website or place an article in the Express (Student paper.) Many students are unaware of how to transfer their Zone email to their personal email.

We have put the link on the main web page with information about the waitlist and what do as well as on Class Web.

Comment – We still should put something in the school paper or on the radio.

Comment - Student – I don't use the zone mail.

Students just have to log in to their Zone email and then forward it to their personal email.

Comment - That is the problem..they (students) won't log in.

If anyone comes up with other suggestions as to getting the word out...please let us know.

Question - When someone applies, do they receive an automatic notice regarding email and receiving emails on campus? Yes, we crafted an email for A&R explaining the Zone mail system.

Question - Aren't most colleges getting away from providing email to students? Shouldn't we get their regular email? Our email system is registered so they do not get listed as spam.

Comment – I hope we don't do away with email. It is my way of authenticating that it is actually a student. I request that they send their request again thru the zone mail.

Question - Has there been a plan as to how this will be communicated to adjuncts? It has been added to the grapevine and it will be posted on class web as well.

Comment – B Kratochvil – will check with the Admin Staff regarding where else it should be posted on the website.

Question - Can a student waitlist on more than 1 section? As long as the classes do not overlap in time.

Question - Add to blackboard? Yes – Scott will check with Racheal for what verbiage Chabot uses.

Reminder - Registration starts November 2.

- B. Degree Works – In process of updating catalogue. We will start training again hopefully in the next two weeks. Hopefully will be using next term.

Question - Is Sacramento going to use and dictate a specific program or will college be allowed to choose their own? The State Chancellor's office will allow colleges to choose their own.

- C. We are looking for volunteer groups for a shared documents pilot – can you write a paragraph about it and send it to the deans to announce.

***b. Campus***

- i. Steve Gunderson* (Senior Computer/Network Systems Specialist)

- A. 2012 was the deadline to have all rooms completed – there are currently 21 classrooms still to be addressed (not including the new Construction – SSA and Science Building Annex.) Access points have been installed. We are concentrating on getting the access points up and running and the classrooms updated.
  - B. Students are suggesting that the library is old, tattered and in need of updating. We are looking at replacing the furniture and carpet; paint; window coverings; orientation area with 40 computers.
  - C. Go Print follow up– the capability is there however we cannot pursue this right now. Rooms 804 and 805 need to be addressed first along with all cabling issues.
- ii. *Heidi Ulrech* (Telecommunications Coordinator) No report
- iii. *Scott Vigallon* (Instructional Technology/Open Learning Coordinator)
- A. Because of low turnout for the Math portion of our online tutoring pilot the Math department expanded their list of courses to all sections of 55, 65, and 44, including DE formats, traditional formats, and Math X, 55A, 55B, 65A, and 65B.
  - B. On Nov. 1, the TLC will host a faculty flex day session whereby DE instructors will share what works in their classes with other instructors. The theme of the day is student success. Scott will present statistics, survey results and will share current initiatives that LPC is working on.
  - C. Applications for the Spring version of the Online Course Development Program will be sent to all faculty Nov. 1 with a deadline of Nov. 30.
  - D. The State Chancellor's Office has put together an advisory committee that will be meeting over the next few months to look into the issues concerning the use of online materials within the instructional/curriculum world. The purpose of the advisory committee will be to evaluate current practice and regulations related to the use of these materials within California community colleges and to make recommendations on possible changes to regulations or best practices that will be communicated to the field. As background, over the summer, the state chancellor's office convened a task force to determine whether having students pay fees for publisher online content is legal or not, and that task force decided July 18 that the fee is legal. It said that the publisher's fee is comparable to the cost of textbooks or other instructional materials and is looking to change the law (Title 5) to make the fee legal. Scott was asked to be part of the advisory committee and accepted the invitation. The first meeting is Nov. 16.
- iv. LPC Webmaster - Laura Weaver unfortunately was unable to attend.

### Open Action Items

**Forms Project** – Update - Paystubs and paperwork are available online, it's just not pretty. We would like a better format. We are looking at late spring as a tentative timeline for the implementation. We currently have a screen shot which is not pretty. .

Comment: B Kratochovil – the President suggested that the Technology and Sustainability Committees put together verbiage and submit it to the College Council regarding the recommendation to eliminate the mailing of paystubs.

Question – Is there a way to email out the paystubs as oppose to mailing? As of today, there is no way. Need to link outside document management system six months.

As for electronic signatures, we still need to identify which forms are local, district, human resources, A&R, etc. as well as which is the correct version. They should then be placed in a document depository system.

**Software Purchasing Process Project** – No update - J. Gonder, S. Gunderson and A. Amaya are collaboratively working on a proposal.

#### 4. Next Steps

Next Meeting: November 28, 2011

#### 9. Adjourn – at 4:25 pm

Prepared by: RPegues

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