



DRAFT

Technology Committee

March 22nd, 2010
2:30 pm, Room 1603

Present: John Gonder, Carol Edson, Sherman Lindsey, Elizabeth Noyes, Brenda Weak, Angela Amaya, Stephen Gunderson, Jeannine Methe, Heidi Ulrech, Scott Vigallon, Valerie Ball

1. Welcome & Review of February Minutes

Chair J. Gonder welcomed everyone to the March Technology Committee Meeting. The February minutes were reviewed. Angela A. asked that we add Office in front of hours in the March minutes under Item #5 Other, in the paragraph about Faculty Office hours being posted. S. Vigallon also noted a slight change to paragraph Item #4, number 2, add lpc.edu to it. The February minutes were approved.

- MSC: S. Lindsey
- Second: A. Amaya
- Vote:

2. Campus Reports Update

- Steve Gunderson shared the following updates that he is working on:
 - CCA bids for classrooms have been taking up the most time recently; installations coming in soon. The Black box theater is going in around June or July. 90% complete on technology equipment. It's contractor installed equipment. Dr. Manwell and Steve are working closely together on all the equipment and needs for the CCA. April he will be working on the Req.'s. Completed all the Secondary Effects plans involving the various moves for Secondary Effects.
 - 1st phase of 2nd Life Cycle for computers and printers is nearly done. 2nd phase will start end of March, beginning of April. The Lifecycle process is taking longer than normal, due to the extensive Measure B projects that are in the queue. Jeannine shared how much work goes on behind the scenes of new buildings impacting LPC Technology and

District ITS. Facilities often gets the full credit, but she wanted to make sure that people know that Technology at LPC and District ITS are very busy in a peak mode of work currently.

- Elizabeth Noyes shared about her work on looking into the posting of office hours for Faculty. E. Noyes did have a chance to talk to Abdullah, the webmaster at Chabot. We have a couple of choices, one is to create a web application ourselves (which she does not know how to do) and it would require us getting the software, ColdFusion, if we did get some new software codes, perhaps Abdullah can share his skills to do it, or Chabot can host it on their website for LPC. J. Gonder shared that there are lots of online calendars that are free and easy to use, open source freeware to use. Might be good to look at features and see what our needs are? Question needs to be asked “What do I want to accomplish, what do I want to get done? In addition, what type of software and hardware do I need to accomplish this?” It sounds like to J. Gonder that it’s very basic setup that you need. E. Noyes shared it is supposed to allow the tools for Faculty & Staff to update it themselves. It was originally designed for Chabot Faculty to self update and create their own calendars. S. Gunderson shared that he & Heidi have talked about the possibility of Doug Lane helping out with this project. Doug will be helping us with some other tasks, and maybe Doug can assist with this. J. Gonder asked Scott V. what features are currently built into the Blackboard calendar feature, S. Vigallon shared that it is quite limited. J. Methe shared that on ClassWeb it can also be used to put office hours on, and J. Methe was on the Chabot Technology Committee and remembers when this subject came up there. J. Methe shared that we should definitely look at what we need it for, what are we trying to accomplish, etc. Although Chabot did it with ColdFusion, it was not housed appropriately on the server, and they moved ahead without the Chabot Computer Support’s approval at Chabot. She encouraged that S. Gunderson be involved in the process. E. Noyes shared that we have a very simple search directory on our website, and LapTECHs has input all that information for her and if it tied into the office hours portion where you could click on it, that might be good. J. Gonder asked that we ask “Is this just another piece of software that doesn’t connect to anything else useful or is it another separate item that won’t really work with things that we already have. J. Gonder asked if there was anything in the portal system that can support this? J. Methe shared that there is, but it was not setup like that at the setup of the portal. It’s a fairly easy setup on this for the portal. The calendar in the portal, was for use if you didn’t use gmail. The application is a very simple, easy to use database. J. Gonder shared that at the next meeting S. Gunderson and J. Gonder will bring back a report at the next April meeting on this. S. Gunderson wants to look at Cold Fusion and see if it has a Creative edge by using it. A. Amaya asked if it could be taken back to Divisions to discuss if there is an issue with privacy on this item and also if Faculty even want it? J. Gonder shared that it does need to be discussed as to whether the Faculty person could enter/alter their own hours, etc. B. Weak shared that some Faculty might want to be able to change their own hours. S. Gunderson shared that maybe the technology exists on our website for Sharepoint.

Need to look at building a Sharepoint foundation, could be the way we need to go.

- Heidi Ulrech shared the Telecommunications update:
 - The Technology Dept. did move into Bldg. 1900 last week and they are in Door 1920 facing the CCA and amphitheater.
 - Update on Ricoh and a Site Survey that is coming up. The contract that we have with Ricoh is going to expire in 6 months. Otherwise, if Ricoh does not get extended, we will have to go back out to RFP.
 - Next H. Ulrech will be working with the CCA & CDC to see what their needs will be in the new buildings.
 - Working on Program Review for Technology Dept. and next Steve G. will see it for his portion.
- S. Vigallon is still trying to confirm dates for the Blackboard upgrade. They are hoping to upgrade it on June 7th, but still working out details. Blackboard told S. Vigallon that it will take about 48 hours for the upgrade to take place. They need to wait until Spring Grades are due before they take it down and be ready to be up for Summer Session. J. Methe shared that S. Vigallon should be sure that he has talked to Sylvia in A & R about dates. J. Gonder asked “What does the upgrade entail? Can systems run concurrent?” No, S. Vigallon shared that our system will be down, no con-current running. Scott just sent an email asking if there was a temporary server. This will be an ongoing update each month until it’s resolved. S. Vigallon asked if Version 9 will work with the ZONE. Making sure that students can get to Version 9 Blackboard through the ZONE. S. Vigallon tested it out a couple of months ago and it didn’t work. S. Vigallon shared w/ Eric at District ITS about this, and have not heard back. There are also a bunch of settings that we have to get taken care of, in order to get Blackboard Version 9 working how we want it to work. Another follow-up item that S. Vigallon added is, that they had requested a pop-up come up first when students go to register, what online courses are really about, before they sign up. They would like it programmed into ClassWeb. They have been told that it cannot be done. So the best thing that can be done, is link to three different places: ClassWeb Home page, registration page, and add/drop page. This can go as a follow-up to an Open Item List item.

3. District Reports - J. Methe spoke of ITS updates:

- J. Methe shared about the issue that came up in February’s meeting with traffic and internet speeds related to the network, there was some traffic in relation to Chabot, affecting LPC. The re-route that happened later in that day, fixed it.
- The new gigabit line for the internet, that allows for more traffic, we are in the process of doing, there are some Facility issues . There are some facility things to do on this end, went back to the vendors, and State Chancellor’s office and making those changes. Once the changes are put in, then we should see some bigger changes mid-May.
- Another outstanding question from the February Meeting was the District ITS, going down on April 3rd, to do the Full Data Center relocation. It will be on a

Saturday, so nothing local at LPC will be affected. Blackboard, SARS, eLumen, LPC website, will be fine. The district website, Banner, Zone, ClassWeb, will be going down on April 3rd. Either Steve or J. Methe will know which systems are going down, so if there are any questions, then check in with Steve or J. Methe. Tuesday, District Banner, ClassWeb and Zone will come up by Tuesday/Wed. If there are any changes, communications will be from the LPC website.

- New things from District ITS are:
 - Interconnectivity is increasing across all the campuses, as we move the data center; we will be improving the inter-connectivity greatly for LPC. Opteman is what it's called. Traffic will be redirected and expanded by 2 to 5 times. When ITS moves, there will be an improvement on performance but no negative impact.
 - In regards to Accreditation one of the action items is that we needed to buy the additional CurricuNet Module, effective March 1, we bought it and we are looking at it. That will be looked at in conjunction w/ CurricuNet.
 - Waitlist is drumming up for Banner 8. J. Methe shared that everyone is welcome to be a part of it for future use. Waiting for the Academic Senate to define their needs and get it to ITS. We welcome all participation.

4. Open Items

- J. Methe asked that J. Gonder put in the list, the date that the item is related to minutes (which date).
- #1 status is: ITS got the codes in March and sent them out to John, LaVaughn and Debbie. They got a list of codes, then assigned them one at a time to individual students. S. Gunderson shared that if we (LPC) is listed, then any student should have access. J. Gonder shared that the MSNDA offers more software. DreamSpark might be something used by Faculty if desired. If the student has a Zonemail, then they should be automatically able to get in. But, that is not the case, completely. S. Gunderson did try to log on as a student and it worked where it gave him a code. It worked for him. He has not used the code yet, but it did generate a code. It's just looking for an edu. S. Gunderson shared that he will take another look at it. Feedback is needed from the people that are using it or trying it. J. Gonder will take another look at it, and check w/ Debra and Lavaughn and report back next meeting.
- #2 J. Methe reported that S. Gunderson & J. Methe have talked about this upgrade. Got some workarounds for people, there will need to be an actual upgrade on March 28th to alleviate this problem. It should happen the following week after upgrade.
- #3, Done. Move it to the bottom (grey it out)
- #4 and #6 and #8 should be combined. Some are answered, but now there are more questions. 8 will be listed as resolved.
- #5 and #7 should be combined. They are one in the same. Mass emailing and SARS-call is the actual system. Financial Aid can contact J. Methe if they are interested to be part of it. We have completed the pilot at Chabot for this, and they are actively using it. Extraction of the data and other things that have to be done.

- J. Gonder asked if there is a way for Faculty to email all their students in all of their classes at once? Maximum recipients for email limit us. J. Methe shared it may be the method that they do it on the back end. Discussion continued on the numbers and limits and splitting up of emails, etc.
- #9 completed.
- #10 ITS is not aware of any email password issues. (Resolved).
- #11 Portal Planning; ClassWeb and Blackboard in their native modes do have some password restrictions. As long as we have the direct links to Blackboard and ClassWeb, we cannot tap into all the portal passwords. J. Gonder looked at the District Website, he saw a text of the Security report, but J. Gonder did not see a separate policy that discusses password policies. JM told him to keep looking there is a report. J. Gonder shared that currently there is no way to enhance the system to pass more than 6 numbers due to ClassWeb. Holding pattern for #11
- #12 S. Gunderson answered for the group, that it's not currently used.
- #13 Wi-Fi in building 2400, but not in the classrooms. There was discussion by Faculty originally that they did not want students on their i-pods, etc. Need to pursue if anyone needs/wants it in there. Timeline would be over the summer possibly to get that done. S. Gunderson shared that for Management Systems, we might need some lightweight AP's into that. Right now it is not on the top of the list, but it could be worked in possibly. Discussion ensued at length about internet vs. no wi-fi internet in the classrooms. Need to go out and see who really wants it. J. Gonder shared that most of the Faculty that he has talked to have expressed interest in having Wi-fi in the MD Building. S. Gunderson will let him know when there is more of a real timeline. H. Ulrech asked if this needs to be taken back to Divisions. So, if people have asked to not have it, but now having it?
- #14 was talked about in January and hard coded certain things, and there should be no SPAM coming in. Mark it as resolved. Move down the list.
- #15 is new, came up last time, will discuss today. Texting capability to students from LPC.
- #16 was discussed at Division meetings, as to whether you could add the domain name, lpc in addition, or use only the other one. What happens to the links that everyone has to laspositascollege.edu links, literature, marketing, individual bookmarks, it provides mostly less letters to type, less typos, there was discussion on why was this requested? J. Methe shared that this came up around 3 years ago as well with LPC, and when it was discussed if you googled lpc you got lots of hits, that you don't want. If you just type lpc.edu you would get it, but if you did not use edu would it really help to get to it better. The discussion was tabled and she thinks it was due to the hits that come up with moving to lpc list the Open Item as discussed and resolved (move down to bottom) grayed out. A Lengthy discussion ensued on the subject, both pro and cons. A. Amaya shared that she is not in support of the movement to change our website address.
- #17 discussion continued on the Purchasing Software plan and what should be done about it. S. Gunderson thinks it should be done, there is an established need for it. There needs to be some agreement on how this should be done. He believes it needs to be connected to Program Review. It has been done through I.E. Requests, but that is not where it should be. H. Ulrech shared that at some point there will have to have sign-offs on it, there is a process it needs to go through. Currently, with the I.E. Request, there are no monies to go forward.

There were 3 Spring I.E. Requests that were put forward and none were approved. S. Gunderson shared that we have to define how this will work. Would we have to have monies dedicated to this in Technology Committee? We would have to define what priorities to have and how would we do it. We could recommend something, but not decide. IT could be put through to PBC as a thumbs up or thumbs down. H. Ulrech shared that there needs to a process put together but who will do it? Who will put this process together? ITS handles some, S. Gunderson handles some, campus wide. We do not pay for VCOM, Express, Computer Science, etc. those have to be funded through the department and go through that process. There should be a line item put into program review. ADOBE is the big player on campus for maintenance renewals and agreements. Maintenance is the big one. S. Gunderson shared that people forget about their maintenance and then it comes up. District buys things for the district, but individual departments, they would have to put in their budget. Lengthy discussion ensued about what is the right way to go and what will happen when people put it together, and if we create something, what will become of it and where will it go? I.E. should not be the vehicle for Software requests. A. Amaya asked then, if “VCOM asked for something new software wise, is there a place for them to list that on the form? The campus as a whole needs how/what to do, what to fill out to get this. It was recommended that we list it as **In Discussion** on the Open Items List. J. Methe shared that perhaps we are making this more than it really is. If S. Gunderson is already doing this and reviewing and approving items, and then if he were to come and report to us periodically, that would be okay. Perhaps there just needs to be more documenting of what is happening. A. Amaya asked “Then who do we give it to? Do we have the power or funding to authorize anything?” It was clarified that BK will be a part of this. He is aware of this and will understand. S. Vigallon asked if Technology Committee would come up with the process and then send to PBC for approval? J. Gonder will work w/ Bob to come up with a draft concept/policy document for the next Division Meetings. John will send out to the Technology Committee before it goes to Division Meeting. To make sure that the committee has had a chance to see it and approve it before it goes to Division. A. Amaya asked that the Technology Committee would look at the DRAFT before Divison.

5. Other

6. ACTION ITEMS:

- April Agenda will continue the Discussion of Software Purchase Process
 - J. Gonder will meet w/ Bob prior to next meeting and draft a Process document for the Software Purchase Program.
- MSC: Move to adjourn, agreed upon
- Second:
- Vote:

Next Meeting is Monday, April 26th, at 2:30pm, Room 1603