

**GROSSMONT-CUYAMACA CCD  
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)  
MEETING AGENDA**

July 19, 2012  
1:00pm-2:00pm

***Videoconference between Cuyamaca I 107 and District Teleconference Room***

In Attendance: Cary Willard, Connie Elder, Rhonda Bauerlein, Dave Rainey, Kerry Kilber, Debbi Smith, Stan Malley

1. Cuyamaca ITC Report. *None at this time.*
2. Grossmont TTLC Report *None at this time.*
3. Blackboard
  - a. Making BB containers unavailable
    - i. Summer unavailable – Aug 20. *No communication will be sent out.*
    - ii. Fall unavailable – Jan 22
    - iii. Communications about unavailable
  - b. Upgrades – *We will not be upgrading until we know more.*
    - i. Test System upgraded
    - ii. Production upgrade – ?
  - c. Internships BldgBlock –
    - i. *Grossmont (Chris and Kerry) to take a look and share with Nancy Davis in Career Center. There was discussion on whether the building block could be seen as a sales thing because it promotes Intershops.com. We previously made a decision to not install the Barnes & Nobel block due the sales component. However since this is an optional service, different than buying books which is something the students must do, it seems like it is more of a tool or service. It could be beneficial for students because Cuyamaca no longer has a Career Center due to a retirement.*
  - d. *Added Item – Cengage Building Block.*
    - i. *This is a new building block called Mind Links that provides advanced functionality. It is a single sign-on coursemate and integrates with grade book. Once concern is that it will be included in the default settings and we need to determine whether it will interfere with non-Cengage users. Since we are supporting other Cengage building blocks, it seems logical to support this one as well. This is similar to the McGraw-Hill building block. Next step is to put it on the test server and have Grossmont (Chris) and Cuyamaca (Rhonda) look at it.*
4. Technology infrastructure
  - a. Add wireless to Campus Police
  - b. Upgrade switches GC techmall
  - c. Planning GC computer room upgrades (A/C, Backup Power, new APC racks/UPS). *The plan is to take down these servers on December. Grades are due December 19, so faculty must be aware that the servers will not be available starting Dec 20.*

- d. Computer room shutdown tests. *We now have shutdown protocols in place and they work smoothly.*
- e. *Added Item: Website Migration. The District has engaged with Beacon Technologies to assist with the implementation. They have experience with migrating other community college websites. We are at beginning stages.*
5. Cascade Server – upgrade. *Brian will talk to Anne Krueger about this.*
6. IT Plans – Grossmont, Cuyamaca.
  - a. *Connie has sent Cuyamaca’s draft tech plan to Brian for review.*
  - b. *Kerry needs to update Grossmont’s and distribute*
7. IS Projects
  - a. Library System upgrade. *This project was to go into testing phase this month, but it has delayed. Brian to work with Librarians on setting new timeline.*
  - b. DSS (Decision Support System), Curricunet, DARs, Online Advising & Assessment, College WebSites
  - c. SLO software – Decision. *The District has engaged with Tracdat from Newventive. They had great references from other CA Community Colleges. Next steps are to determine stakeholders, timeline and who will be handling the work.*
  - d. Digital Signage - *Determining who is the project manager and the scope of work. The plan is to utilize the standard templates provided by the company first so that the Creative Services departments will have time to develop more “branded” templates for the Colleges.*
  - e. Software - Managing tablets (iPads, etc) *The Districts has engaged with Airwatch, an Enterprise-wide product that supports the management of mobile devices - PC, Mac and Android. The Installation date is August 8.*
  - f. Camtasia server – Cuyamaca (how to manage content?) *Cuyamaca (Rhonda) is conducting training on Aug 14. District (Stan and Brian) are working on how best to manage the content. There was discussion around whether it would be useful to create standards for content creation, such as the resolution at time of capture and whether the content needs to be captioned. There was further discussion around whether captioned is required if it is seen as supplemental to the lecture that was offered face to face, for which no accommodation was provided. If a faculty member is posting it for review of this face to face lecture only, captioning is not required (one time use clause). Cuyamaca has 10 wireless mics that can be checked out. Student generated content may be an option down the road.*
8. Upcoming Outages on Grossmont campus – winter break Dec 20, Jan 4
  - a. Winter Break A/C replacement - Computer room Tech Mall
  - b. Standby generators (IS Computer room and Tech Mall)
9. Upcoming Meeting Aug 16
10. *Added Item: Purchasing Dell computers via WSCA (Western States Contracting Alliance)*
  - a. *This is in progress. The contract provides a 5 year onsite warranty. Employees personal computers will be purchased through Dell’s standard educational pricing.*

- b. The computers come with Windows 7 so we need to look at support issues. One option is to put XP back on the system or run XP compatibility mode. Another option is to support both Windows 7 and XP systems. There was discussion around training needs. Since very few computers for faculty and staff will be purchased this year, it was decided that as machines are purchased, the Deans (Connie and Kerry) could email faculty an online tutorial and provide contact information if they have questions.*
- 11. Added Item: Exchange 2010 Server – District has engaged with LanSolutions (sp?) to assist with implementation. Goal is to have it completed this summer.*
- 12. Online Tutoring Vendor. Cuyamaca and Grossmont are conducting research. Both have seen demos on Smarthinking. Cuyamaca is looking at another system in August that might be more cost effective.*