Attendees: Brian Josephson, Connie Elder, Debbi Smith, Denise Schulmeyer, Brian Nath, David Raney, Stan Malley, Cindy Morrin, Chris Rodgers, Kerry Kilber

1. Cuyamaca ITC report –Online Teaching and Learning Committee still working on online success document for Academic Senate endorsement. Not offering best practices in online teaching workshop in FLEX week but will do several on Blackboard and accessibility as well as a workshop on how to evaluate an online course.
2. Grossmont TTLC report – no report.
3. Blackboard
   a. Making BB containers available
      i. 2012 Fall containers unavailable on January 2, 2013
      ii. 2013 Spring containers unavailable on June 18, 2013
      iii. 2013 Summer containers unavailable on August 16, 2013
      iv. 2013 Fall containers unavailable on January 2, 2014
   b. Upgrades – production upgrade Summer 2013 – SP11
   c. Internships Building Block – Kerry Kilber will discuss with Jeff Baker
   d. Merge issue – this is still a problem with the merging of multiple course sections; faculty will have to contact Debbi Smith if they want to use it. Debbi hopes to find time to develop a form for faculty to use.
   e. Cengage Learn Building Block for Spring 2013 – We need Cengage building block added to Bb as have faculty on both campuses using this software in their classes. Even though the discussion hasn't gone to ITC or TTLC we agreed to move it forward because of the timeline.
   f. Wording on Bb login page indicating that the person performing the work in a class is indeed the person enrolled in the course. – Kerry said this has been approved by the DE committee and she will forward this to Debbi to put on Blackboard.
4. Dell – PC purchases, Windows 7, laptops. People are ordering new Dell PCs but they haven't been installed yet as IS continues to test interfaces with Colleague and other system software. IS is still working with Purchasing to establish the laptop bids. They are also beginning to look at Windows 7 configurations on Datel computers.
5. Email quotas – no update; Train the Trainers waiting for feedback on whether or not the Web materials were good enough, Debbi will send links to Sang and CC Helpdesk
6. Technology infrastructure
   a. Exchange 2010 – still hoping to get this done during winter break.
   b. Upgrade servers – server hardware has been upgraded on both campuses and memory has been added as well; recently more disk space was added to servers at Cuyamaca.
   c. Upgrade switches in GC tech mall – ready to go but haven't identified the timeline – this will probably be done during winter break.

  d. Wiring Cuyamaca PE building - Need to engage vendor and try to get this done during winter break.
7. Cascade Server – implementing Spectate forms – waiting for Debbi.
8. IT Plans – no update.
9. IS Projects
  a. Library System upgrade – talked with Sirsi vendor today, trying to get them to fix a problem.
  b. Large Software Systems
    i. DSS - moving along well but recently lost some people in the Research and Planning office which will introduce delay.
    ii. Curricunet – moving forward; developing screens.
    iii. DARS – also progressing well.
    iv. Online advising and assessment – moving forward with a target date of spring 2013 but there is some concern about ability to meet this goal.
    v. College websites – team is working on developing site hierarchies.
    vi. Trakdat – GC moving forward but CC is still determining who will be making implementation/design decisions.
    vii. Software managing tables – Brian needs to talk with Kerry about that.
    viii. Constant Contact – this is a new software that has been ordered that will help IS with mass emails to students. The older software limited the number of emails that could be sent at one time and would periodically crash. The new one is to have a nice user interface and not have such limitations.
10. Upcoming Outages on Grossmont campus - winter break December 20 & January 4th
  a. Winter break A/C replacement – Computer room in Tech Mall at GC
  b. Standby generators (IS computer room and Tech Mall)
11. Upcoming meetings: December 20th meeting cancelled. Meet January 17th & February 21st.