

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

May 17, 2012
1:00pm-2:00pm

Meeting Minutes

Videoconference between Cuyamaca I 107 and District Teleconference Room

Members Present: Connie Elder, Rhonda Bauerlein, Brian Josephson, Barbara Blanchard, Chris Rodgers, Denise Schulmeyer, Kerry Kilber, Debbi Smith, Stan Malley

1. Cuyamaca ITC Report

- Tech Plan is in beta form. Connie has sent it to Brian Nath and Kerry Kilber for review.
- The group reviewed their committee composition and charge. No action will take place on changes until fall.
- The OTLC has Reviewed the GCCCD Online Success website and it looks great.
- One of the deans has asked about whether there is a policy for when an online course goes bad. In an on campus course a Dean can opt to go into classroom, but it is not clear for how this is handled in the online environment. It was noted that Brian was going to check with HR to see if there may be contractual language to guide us.
- The issue of student authentication was raised at the "DE on the Front Burner" webinar offered by the State Chancellor's office on May 9. One of the colleges offered an best practice example of listing a paragraph on front page of the Learning Management System (LMS). Connie shared a sample that Rhonda wrote: *By logging in with this username and password I affirm that I am the student who enrolled in this course and that I am the student completing all course work. I also affirm that I understand that violations of the [Student Code of Conduct](#) may result in legal and/or disciplinary action.* We would need to add a page to the Online Success website for the Code of Conduct without the College bias. The next step is to add this to the Blackboard login page.

2. Grossmont TTLC Report

- DE Subcommittee discussing whether to include the DE Plan in the Tech Plan or to keep it separate. Leaning towards keeping it separate. Regardless the content would be the same.
- DE Subcommittee is exploring whether to adopt the Quality Matters program, which is a faculty-driven peer review process designed to certify the quality of online and hybrid courses. If we identify funds for this, we will look at training Cuyamaca faculty and staff.
- TTLC is working on a process chart to help explain how technology is planned for and purchased at the college. Once is it done, we will share with Cuyamaca.

3. Blackboard

- a. Making BB containers unavailable

- Connie and Kerry to send out email notifications to faculty now about June 13.
- Debbie will add these dates to her calendar to remind Connie and Kerry to send out email notifications to instructors.
 - i. Spring unavailable - June 13th
 - ii. Summer unavailable – Aug 20
 - iii. Fall unavailable – Jan 22
 - iv. Communications about unavailable

b. Upgrades

- i. Test System upgraded
 - ii. Production upgrade – not for summer, Fall ?
- It was decided that we will not upgrade Blackboard until the summer of 2013 due to major bugs that need to be addressed by Blackboard first.

4. Technology infrastructure

a. wireless controller upgrades

- IS will continue to upgrade the wireless capacity. They are ordering more controllers for more capacity. They are currently seeing 600 - 700 authentication sessions at Grossmont and about 200 -300 at Cuyamaca, which means about 1000 people are on wireless at both colleges. The peak times are 11am - 1pm.

b. student accounts – delete June 4th

- IS will send out a reminder on this.

5. IT Plans – Grossmont, Cuyamaca

- Connie has sent Cuyamaca’s draft tech plan to Brian for review.
- Kerry needs to update Grossmont’s and distribute

6. IS Projects

a. DSS (Decision Support System), Curricunet, DARs, Online Advising & Assessment, College WebSite

- All these projects are progressing.
- Brian has provided an updated to Connie and Kerry on the College WebSite status.

b. SLO software

- The planning task force will be meeting over the summer. The next meeting is May 23 where they hope to identify funding.

c. Digital Signage

- IS continues to work with Grossmont on this project. They are currently trying to schedule the training. Need to train appropriate folks in Student Services. Both Dave Steinmetz and Debbi Smith are out most of June. Perhaps a date between now and June 7 could be identified.
- Student Services plans to scroll open classes on this in fall.

- d. Software - Managing tablets (iPads, etc)
 - This is a system to help better manage iPads, tablet and other mobile devices.
 - Stan has ordered a demo of AirWatch and will test it with Grossmont ICS.
 - e. Camtasia server – Cuyamaca (how to manage content?)
 - Rhonda now has access.
 - Still working on the workflow and how to manage content.
7. Upcoming Outages on Grossmont campus – winter break Dec 21, Jan 4
- a. A/C replacement - Computer room Tech Mall
 - b. Standby generators (IS Computer room and Tech Mall)
 - c. June 8th – fri - phone upgrades – all sites – we are closed that day.
 - d. June 22 fri – all sites – data center shutdown testing
 - Purpose of this is to better plan staging of shutting down systems and bringing systems back-up. It is a test of all start up and shut down procedures.
 - Certain systems will not be available. IS will send out a notification letting both sites know that there may be email interruption.
 - Blackboard is not affected.
8. Upcoming Meetings June 14, July 19
- June 14 meeting is canceled.