

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

June 17, 2013  
1:00pm-2:00pm

**Meeting Minutes**

***Videoconference between Cuyamaca I 107 and Grossmont Distance Ed Room***

**Members Present:** Connie Elder, Rhonda Bauerlein, David Raney, Denise Schulmeyer, Kerry Kilber, Chris Rodgers, Brian Nath

**Ongoing with Status Change**

1. Cuyamaca ITC Report - no report
2. Grossmont TTLC Report – no report
3. Blackboard

*Status changes*

a. Upgrade to SP11:

- i. Production server upgraded on June 7, customizations added on June 8
- ii. Assignment, Pearson, Calendar, EAC for Nursing only, and Camtasia Relay Building Blocks were added
- iii. SafeAssign is now integrated into Blackboard as a Tool
- iv. Problem with email message verifying Course Archive and Export – email states failure when it is actually successful; announcement posted in BB for faculty
- v. Problem with old theme impacting functionality – known issue with Discussion Board views; new standard theme has been installed on test server; need to know when to update production server

b. Upgrade to SP13:

- i. There may be issues with SP12/13 regarding Copy Course – some admins are reporting that links are not copied over and that the patch does not fix it. We will need to check it after test server upgrade.
- ii. Test Server Upgrade to SP13 is scheduled for July 1@330am-July 2@930am; Deb will add customizations on Jun 2
- iii. Production Server Upgrade to SP13 including ICM is scheduled for Aug 8@700pm-Aug 9@100pm; Deb will add customizations on Aug 9 (Aug 7 is grade deadline)

**Dave Raney asked about the need to upgrade Blackboard so frequently. There was a nice discussion about the need for new functionality vs not so frequent changes to the system and new training, bug resolution, etc. We discussed the need for faculty to share their interests at the respective technology councils/committees (TTLC, ITC, ITAC) via their representatives and how we might enlist more feedback.**

*No status change*

- c. Rotation of students from previous semesters to keep availability in courses.
- d. Dates for making containers unavailable: 2013SP – June 18, 2013; 2013SU – Aug 16, 2013; 2013FA – Jan 2, 2014
- e. Internships Building Block: Kilber/Baker
- 4. Smart Thinking – online tutoring – status ?
  - Brian & Kerry reported on status, need to coordinate regarding Go Live timing**
- 5. Adobe licensing
  - Connie and Kerry will discuss latest findings from Adobe and next steps**
- 6. Software - Managing tablets (iPads, etc), Procedures
  - Kerry will share latest GC draft with Connie and Brian**
- 7. Library system upgrade – Test system upgrade May, Rev D by June
- 8. SiteImprove – progress report from Colleges & District
  - Chris and Rhonda reported that progress is proceeding forward on fixing spelling and bad links on current sites**
- 9. Technology Planning for Summer
  - a. Classrooms, Labs
    - Connie and Kerry will meet with IS to iron on implementation details for summer rollovers and new equipment installs**
- 10. Technology infrastructure – Wiring Cuyamaca PE building
- 11. Teleconference room upgrades
  - Brian reported that orders have been placed and we are waiting on arrival of new components**

***Ongoing No status change***

- 12. Cascade Server-implementing Spectate forms
- 13. Camtasia relay – Cuyamaca
- 14. Technology infrastructure – Exchange 2010, Windows 7, server upgrades
- 15. IS Projects
  - a. DSS (Decision Support System), Curricunet, DARs, Online Advising & Assessment, College WebSites, TracDat
- 16. HelpDesk – phone forwarding process – Schedule Joint meeting
- 17. ITAC Membership review, Committee attendees – Composition
- 18. Upcoming Meetings June 20, July 18, Aug 15, Sept 19