

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)**

MEETING NOTES

MARCH 19, 2015 – 10:50 a.m. to 11:30 a.m.

VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

**ATTENDEES – Brian Nath, Chris Rodgers, Debbi Smith, Kerry Kilber Rebman, Rhonda Bauerlein
& Sue Gonda**

New and Relevant Issues to Be Discussed

1. Cuyamaca ITC Report - attach minutes – The meeting minutes aren't ready before the ITAC meeting. It was suggested by Kerry Kilber Rebman & Brian Nath to go back to presenting the highlights of the meeting at ITAC.
2. Grossmont TTLC Report – send minutes – The meeting minutes aren't ready before the ITAC meeting. It was suggested by Kerry Kilber Rebman & Brian Nath to go back to presenting the highlights of the meeting at ITAC.
3. Blackboard

Changes

- a. Support calls
- b. Blackboard Collaborate – This has been installed on the test server and is working. We received the credentials for the Production server. The Building Block itself has been installed on Production but is not active until credentials are added.
- c. Blackboard upgrade in June – current version is SP13 plus CU 1-10. Upgrade options are SP13 plus CU 11 and 12, SP14 (not advised), Learn April 2014, Learn October 2014, and Learn April 2015. We should request a date/time now if we think we are going to upgrade in June. – It was discussed and decided to schedule the Learn October 2014 upgrade on June 5th. Debbi Smith will schedule this. Brian Nath & Debbi Smith will draft an email to Faculty about getting their grades in on time, June 4th. This draft will then be presented to the ITAC group. It will then be discussed as to when this email should be sent.

Debbi Smith gave a heads-up that there will be a major upgrade in the fall called Learn 2015.

No Changes

- a. Archiving & Deletion of Old Containers – GC agreed to retain 7 semesters as approved by CC. GC will take this item to IAC, TTLC, and Distance Learning Committees. Instructors are also able to archive their own containers. There is a question of compatibility when restoring older archived containers to newer versions of Blackboard. Waiting on messaging to instructors needs to be done by End of May.
 - b. Status of Whiteboard: Whiteboard is recommended to open in a new window. Deb is working with the company to get this working. The company has updated their code so it doesn't need the third party (Oscelot) Basic LTI Building Block. They can get Whiteboard to open in a new window in several Blackboard versions (7, 11, 12, and 14), but it gets Java errors on our system. They are talking to their engineering team to determine if they have anybody else on SP13 and if they can come up some internal solution to the java script issue.
4. BB – Instructor Evaluations – access by Deans – Brian Nath stated that currently there is a form that Professors fill out asking a specific person to be included. Sue Gonda posed the question of is there a way to add Dean's to Colleague. Rhonda Bauerlein stated that it might be possible for Dean's to enroll, and Debbi Smith stated they could enroll like an instructor, but the setup would be manual. Sue Gonda stated that Chairs & Coordinators will need the same access. Brian Nath & Debbi Smith will look into this.
 5. Colleague down time Mar 25th-26th – Brian Nath/Eric Lane will be sending out another email concerning this.

6. OpenCCCApplly – Go Live – Mar 23 – new links on websites for Applly – It was discussed & determined at the ATAC meeting today that this should take place the week of March 30th. Both colleges will need to go to the new OpenCCCApplly & enter some data to determine if it works before changing the links. Chris Hill posed the question of how do we know where all the links are. Brian Nath said he would ask Debbi Smith about that and then give that information to Laura Murphey at Grossmont & Sandra Ramos at Cuyamaca.

Brian Nath asked Debbi Smith if it's possible to know where all the links are and Debbi stated yes, there is a way in SiteImprove. Brian Nath stated that in inventory will be done and then an email will be sent to Courtney Williams, Laura Murphey, Vanessa Saenz, Sandra Ramos, Kerry Kilber Rebman, Rocky Rose & Rhonda Bauerlein.
7. Wireless Project – HP Engineer onsite – waiting for report – This will a project of the new Director of Technial Services.
8. Roll out office 2013 in Spring 2015 – Brian Nath reported that IS will roll this out slowly to certain departments/staff members to pilot the upgrade to be sure of any issues that arise.
9. Enforcing stronger passwords – Brian Nath reported that an email will be sent out late March/early April with information regarding more secure passwords, and that people will have 30 days to change their password and then after that will be forced to change their password.
10. Office 365 – at Home <http://www.gcccd.edu/is/software-home.html>
11. Website Project
 - a. Videos supported options – 3CMedia, Youtube
 - b. Forms – looking at 3rd party solutions Brian Nath reported at the ATAC meeting that the Website Taskforce met this morning and decided on a product called FormStack. Brian Nath will be presenting this product to Sue Rearic for approval to purchase.
 - c. Inventory of items being used on Web2 servers (old college web sites)
 - d. Intranet
12. ITAC - Membership
13. ITAC - Charge

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Blackboard
 - a. Dates for making containers unavailable: 2015SP – Jun 18, 2015; 2015SU – Aug 14, 2015
 - b. CP11 & CP12 are available – waiting for Summer
2. Workday Deployment – New HR, Payroll, Finance system
3. Colleague - Online Transcript Requests – Live this month
4. Data Warehouse/DSS – Enrollment Management, additional resource, working with Research

Ongoing Projects

1. Instructor Evals for all sections – In class, Distance Ed
2. Windows 7/ Windows XP – 95% complete (both colleges) and the number is increasing each day.
3. DARS (Degree Audit Reporting Sytems) – Fall 2014
 - a. Working on Performance, and secure authentication
 - b. Disclaimer, Catalog Rights, link to WebAdvisor, demo
4. SIRSI – Library system – working on MobileCirc to assist with inventory

5. Email in the Cloud – Office 365 – recently signed new MS Agreement
 - a. Faculty/Staff – assessing costs and configuring infrastructure

Meetings for 2015

1. Consensus to schedule ATAC and ITAC as contiguous meetings; third Thursday of each month; ATAC starting at 10:00 and ITAC beginning at 10:50
2. Spring dates will be 4/16 & 5/21