GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)
MEETING NOTES
APRIL 16, 2015 – 10:50 a.m. to 11:30 a.m.
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

ATTENDEES – Brian Josephson, Chris Rodgers, Dave Dillon, David Raney, Janet Gelb, Kerry Kilber Rebman, Rhonda Bauerlein & Sue Gonda

New and Relevant Issues to Be Discussed

1. Cuyamaca ITC Report – Kerry Kilber Rebman gave a brief update from the ITC meeting, and mentioned that she emailed the link to the meeting notes this morning.

2. Grossmont TTLC Report – Janet Gelb reported that there hasn't been a TTLC meeting for the last two months.

3. Blackboard

   Changes

   a. Blackboard Archive Messaging – Sue Gonda stated that she thought the draft was good. Chris Rodgers stated that it should be mentioned to Brian Nath that the Grossmont Blackboard Faculty Support Center should be notified that some Faculty might call panicking, and that this should be added information to their knowledge base.

   Subject – Deleting Old Containers in Blackboard

   What: All Blackboard containers older than seven semesters will be deleted. This includes Fall, Spring and Summer semesters. This means that courses will be kept for 2 academic years plus one semester.
   When: Each year on the first workday of August, starting August 3, 2015.
   Why: Currently there are over 6 years of old courses in Blackboard. Deleting old containers will free up space on the server and improve functionality.
   What faculty need to do: At the end of every semester, and especially for those containers that will be deleted in August, instructors are encouraged to save Blackboard content to a secure location outside of Blackboard.

   There are 3 methods of doing this depending on your needs:
   1. Download the Grade Center - downloads the Grade Center as an Excel compatible file.
   2. Archive the course - keeps all course content and student work so it can be restored if needed.
   3. Export the course - course content can be used again for a new course, no student work.

   It is important to note that archived and exported containers more than 2 years old may not be compatible with the current version of Blackboard if they are imported at a later date. Questions? Contact Rhonda Bauerlein at Cuyamaca College or the Grossmont Blackboard Faculty Support Center at 1-855-402-4699. – Rhonda Bauerlein stated this should be changed to say Cuymaca Faculty should contact Rhonda and Grossmont Faculty should contact the Grossmont Blackboard Faculty Support Center. Kerry Kilber Rebman stated she will make that change.

   Kerry Kilber Rebman asked what should be done next, and Sue Gonda suggested to contact the Deans. Kerry Kilber Rebman stated that she would make the suggested change and send it to the ITAC group.

   b. Support calls

   c. 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.

   d. 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.

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. Enforcing stronger passwords – May 11 – Kerry Kilber Rebman reported that Brian Nath stated an email was sent regarding this, and that people will be forced to change their password on May 11th if they haven't already.

5. ITAC – Membership – Rhonda Bauerlein stated that herself, Chris Rodgers and Debbi Smith should be listed as memebers of the committee.

6. ITAC – Charge

7. BB – Instructor Evaluations – access by Deans – Per Kerry Kilber Rebman, there are three main questions we need to answer to get started: 1. What is the current evaluation procedure? 2. What are we legally able to do to delay student access to their final grades? What does SDSU do? What does Title 5 say we can or cannot do? 3. Do we have a technical way of accomplishing the delay? Is there a Blackboard / Colleague interface or do we need a whole new system? There was a comment for us to not lock ourselves into a Blackboard solution due to the potential statewide push of Canvas.

8. OpenCCCApply – Live

9. Wireless/Network Infrastructure Project

10. Roll out office 2013 – Kerry Kilber Rebman reported that Brian Nath stated that Information Systems will be doing an analysis of Grossmont's & Cuyamaca's computers RAM.

11. Office 365 – Exchange / Sharepoint – Kerry Kilber Rebman reported that Brian Nath stated that Information Systems is working deligently on this, which is why he's missing the ITAC meeting today. The goal is to have testing over the summer.

12. Website Project

a. Videos supported options – 3CMedia, Youtube

b. Forms – FormsStack

c. Inventory of items being used on Web2 servers (old college web sites)

d. Intranet

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. Spring / Summer dates will be 5/21, 6/18, 7/16, 8/20

Other

Charge and Membership
The issue was raised that we should consider adding classified members to the charge based on job titles for the Instructional Design Technology Specialists as their roles are critical to the success of the committee. Kerry Kilber Rebman to draft a sample charge for the group to react to.