

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

**MEETING AGENDA**

**OCTOBER 15, 2015 – 10:50 a.m. to 11:30 a.m.**

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

**ATTENDEES - Brian Nath, Chris Rodgers, Dave Dillon, David Raney, Debbi Smith, Janet Gelb, Katrina VanderWoude, Rhonda Bauerlein, Kerry Kilber Rebman, Michael Gilchrist, Marsha Gable, Clifton Quinn, Tate Hurvitz & Taylor Ruhl**

**New and Relevant Issues to Be Discussed**

Bookstore Blackboard Building Block request: Michael Gilchrist requested that we add the Barnes & Noble College LTI Tool. It would list the textbook information in each course for instructors and students. Students can currently see books and costs in WebAdvisor and the bookstore websites. Students would not see the textbook information in Blackboard until the instructor made the course available. It was decided to add it on the test server for review and share the request with TTLC and ITC.

1. Cuyamaca ITC Report
2. Grossmont TTLC Report – first meeting is Oct 26
3. Blackboard
  - a. Blackboard completed re-archiving courses on October 8, 2015. They are now transferring the content to our drive. This process takes weeks. IS will begin deleting old semester containers from Blackboard after receiving a good copy on the archive hard drive. Semesters being archived are Spring 2008 through Spring 2013. Development containers are not being archived.
  - b. Cindy Morrin would like us to install Collegescape Human eSources Building Block. 'It is a new interactive textbook we are using but the vendor is now designing it to plug into Blackboard. This will be very helpful for us in the future and for the students - to have one log in and to have it interact with the grading.' The vendor has sent the upload file and settings for both test and production installations. It has been installed on the test server for review. **Cindy brought this request to ITC.**
  - c. Pat Newman would like her SNAP 2013 Blackboard course to be able to sync grades. This requires Web Services features to be enabled which we have not needed to do with other vendors. The Web Services feature itself allows external entities to add/update items within Blackboard.
  - d. Whiteboard – Vendor contacted me Oct 9 to say they were investigating the java script issue (whiteboard windows prevented from opening). – **Rhonda Bauerlein said Whiteboard was working now. Cuyamaca is not yet ready to implement it.**
  - e. Dates for making containers unavailable: 2015SU – Aug 14, 2015; 2015FA – Jan 4, 2016; 2016SP – Jun 16, 2016
  - f. Canvas
    - i. If we migrate to Canvas, we will want to make sure instructors start to download their Grade Centers from Blackboard into Excel as we would not be able to restore an Blackboard archived course into Canvas.
    - ii. We are allowed 15 months for a complete conversion (3 months for implementation and then run BB and Canvas parallel for one year – Oct to Dec OR Apr to Jun – the last one currently scheduled runs Apr 2018 to Jun 2019).
    - iii. **Tate Hurvitz was concerned that Canvas consideration is academic driven. Kerry Kilber Rebman noted that a workgroup was convening on Oct 20.**
4. MS Office 2013 – Deploy Week of July 27<sup>th</sup> to those with 8Gig **Brian Nath: Office 2013 has been pushed to about 500 people; about 90 have installed it. He will send another email soon. There is a concern that people do not confuse this with the email expansion. The email will only go out to those with the required 8GB of memory.**
  - a. Email how to install if missed Popup Bubble in System tray – draft

5. Cuyamaca – CIS – Windows 10 & Office 2016 in Fall 2016 – Dave Raney: Planned upgrade to Windows 10 in CIS and CSIS labs to stay current with textbooks and software. Janet Gelb: upgrade in summer.
6. Course Descriptions on WebAdvisor – Clifton Quinn requested that course descriptions display in WebAdvisor. Katrina VanderWoude said this had just been discussed in ATAC and that the problem is whether students would see Cuyamaca's or Grossmont's description. A pilot will be implemented with those courses that are not common to both colleges. It was noted that it will be important to make Faculty, Chairs, and Coordinators aware that this will be done in stages so people don't wonder why all the courses do not display the course description. Brian Nath said we could have someone go through the courses and note only the ones that are different. Katrina will talk to Dr. Zhou.
7. Athletics Website – externally hosted – Kerry Kilber Rebman: The Cuyamaca Athletics department went through the District Website Committee and was approved to be externally hosted by the vendor Presto. Concern was that we wanted the athletic events to also be added to our websites. Kerry suggested the approval be on the condition that they add the events to our websites. The external hosting was approved by Grossmont will probably follow suit.
8. Website Project – Working with Vendor on remaining enhancements. – Debbi Smith: There are three items – revising the event submissions form, adding header and footer includes to the Intranet and District sites, and adding a search method to the Intranet.
9. Current IS Project list is posted on <http://intranet.gcccd.edu/is/status-of-projects.html>
10. ITAC – Membership/Charge – November Meeting
11. Dave Raney had questions regarding the email rollout. Brian Nath said we have to move those with shared calendars at the same time so it gets complicated. We are trying to test scenarios before migration and it will take weeks. People will also need to change information on their devices. Tate Hurvitz said he can give a heads up at meetings, and Brian will reach out to Alicia.

### **Information Items – Discussed as Requested**

#### **Ongoing Projects with Change in Status**

1. Blackboard
  - i. Dates for making containers unavailable: Aug 14, 2015; 2015FA – Jan 4, 2016; 2016SP – Jun 16, 2016
  - b. Office 365 – Email migration Fall 2015 – 50Gig storage for staff and faculty – IS Staff migration coming in two weeks
2. Workday Deployment – New HR, Payroll, Finance system
3. Data Warehouse/DSS – Enrollment Management, additional resource, working with Research

#### **Ongoing Projects**

1. Windows XP – Laptops – inventory
2. Wireless/Network Infrastructure Project
  - a. Assessments done, Purchased redundant Firewalls, purchasing new routers and core switches
  - b. HP Purchased Aruba Networks – Future Wireless will be using Aruba product line
3. DARS (Degree Audit Reporting Systems) – Fall 2015
  - a. Working on Performance, and secure authentication
  - b. Disclaimer, Catalog Rights, link to WebAdvisor, demo

#### **Meetings for 2015**

1. Fall dates will be 11/19 & 12/17