GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)
MEETING NOTES
APRIL 21, 2016 – 10:50 a.m. to 11:30 a.m.
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

ATTENDEES – Brian Nath, Debbi Smith, Chris Rodgers, Janet Gelb, Pat Newman, Rhonda Bauerlein, Sang Bai, Brian Josephson, & Kerry Kilber-Rebman

New and Relevant Issues to Be Discussed

1. Cuyamaca ITC Report - Kerry Kilber-Rebman reported:

   a. ITC finished Tech Plan rankings, there were $700K worth of requests

   b. People are interested in Office 365 One Drive, Sharepoint, and Groups

   c. They are sending 7 people to Online Teaching Conference in June, Grossmont is sending 40

   d. They are having conversations regarding Online Class max; a survey has been sent to online instructors that includes this

   e. They have applied for a .4 Distance Ed Coordinator

   f. They are trying to increase the number of online student evaluations

2. Grossmont TTLC Report – Janet Gelb reported

   a. The next meeting is April 25th

   b. They are discussing a big issue of the process of spending over $500 in technology and who is giving the ok

   c. ICS has been brought into TTLC meetings

   d. They are having conversations regarding Online Class max

   e. 130 faculty have been trained with the @ONE Intro to Online Learning course; they are looking at @ONE courses that use the Canvas interface for fall

3. Blackboard/Canvas

   a. Blackboard TEST Server – was upgraded to version Q4 2015 on April 10, 2015

   b. Blackboard PRODUCTION Server – upgrade to version Q4 2015 is currently scheduled to start Monday, June 6, 2015 at 830a and complete about 230a Tuesday, June 7. Snapshot test will run the morning of June 7 and our customizations are anticipated to be completed by noon on June 7.

   c. Brian will notify instructors by email of upcoming Production server upgrade down time; anouncements will also be posted on Blackboard

   d. Adoption of Canvas course management learning system – need to review contracts, implementation planning

   e. Dates for making containers unavailable: 2016SP – Jun 16, 2016; 2016SU – Aug 13, 2016; 2016FA – Jan 3rd, 2017

4. BlackBoard Pay - Payment to Students, Marketing, IT focus – File transfers – Brian Nath reported that there will be links on the college websites. Anne Krueger will know when to post them when the time comes.

5. Change meeting time – back to Fridays
   a. Discussion on meeting time change involved when faculty was able to attend. It was decided to keep the meeing on the 3rd Thursday of each month, but change the time to 11am-12pm.
   b. Committee Charge and membership - The meeting regarding the committee charge is scheduled for May 13.

6. No discussion

7. Windows 10, Office 2016 – Brian Nath reported that IS is looking at both Windows 10 and Office 2016 and will need early adopters to see if training is needed

8. Outlook Online Archive – Brian Nath reported that Debbi Smith is looking at this feature and IS hopes to turn it on for everyone

9. DARS (Degree Audit Reporting Sytems)

    a. There is a working group trying to make DARS available to students

    b. They are bringing it to Student Success

    c. When working group gets it ready they will have a student focus group evaluate its use for students

    d. It could create calls to the help desk

10. MS Office 2013 – Brian Nath reported that there were problems with automated completion of the Office 2013 rollout. They are considering going straight to Office 2016 which also runs on Windows 7.

11. Routers - Brian Nath reported that Grossmont College routers have been purchased and Cuyamaca College will be purchased.

    a. The new technology will be used at District first to test it

    b. Cuyamaca and Grossmont will need to prioritize buildings to be upgraded, but this will not be needed for a few months. Kerry Kilber-Rebman said it would be helpful if they were provided with which buildings had the heaviest use.

12. Other –

    a. Brian Nath reported that https had been turned on for both the Intranet and the District site. It went very smoothly except for one link to the County. The District was switched back until that issue can be resolved. He suggested that the colleges could be switched sooner than June; this was approved and Rhonda Bauerlein suggested Thursday, April 28 for Cuyamaca.

    b. Brian Nath suggested the .net websites be turned off completely since it was no longer used. ITAC approved.

    c. Pat Newman asked why a cople of her students first names were different in Blackboard than on her roster. Rhonda Bauerlein explained that users are allowed to enter a different preferred first name in Blackboard.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Workday Deployment – New HR, Payroll, Finance system

2. DARS (Degree Audit Reporting Sytems)

    a. student authentication working in test environment, Counselor authentication next

    b. Disclaimer, Catalog Rights, link to WebAdvisor, demo

3. Wireless/Network Infrastructure Project

    a. Purchased new routers and core switches

Ongoing Projects

1. Windows XP – Laptops – inventory

2. Course Descriptions on WebAdvisor – reviewed in DCEC

4. Data Warehouse/DSS – EMA - Enrollment Management Analysis report being tested, next steps

5. Student Emails – migration to cloud – keeping them longer

Meetings for 2016

1. 5/19

2. 6/16