

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

**MEETING NOTES**

**OCTOBER 20, 2016 – 10:50 a.m. to 11:30 a.m.**

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

**ATTENDEES – Brian Josephson, Brian Nath, Chris Rodgers, Debbi Smith, Janet Gelb, Jessica McKean, Kerry Kilber Rebman, Nadra Farina-Hess & Rhonda Bauerlein**

**New and Relevant Issues to Be Discussed**

1. Cuyamaca ITC Report - Kerry Kilber Rebman reported that campus technology committee structure changes were discussed. She also stated that canvas was discussed with two main concerns; 1 – resource document and 2 – timeline.
2. Grossmont TTLC Report – Janet Gelb reported they had the same concerns about canvas as ITC. She also stated that Net Tudor and Whiteboard were working well.
3. Workday – Brian Nath reported this is targeted to go live in January 2017.
4. Security – Brian Nath reported that this will be discussed at the next extended cabinet meeting by Chris Tarman. The new Manager, Technology (Security and Systems) that starts October 24<sup>th</sup> will also be working on this.
5. HelpDesk – ICS and IS piloting – Brian Nath reported that IS is using this internally, and it will be branched out to ICS and the phone operators.
6. TAC – Technology Advisor Council – Tech Planning BPA (Dec 7,8,9) – Brian Nath reported the dates for the BPAs were settled on at TCC. He also stated that if you are planning on coming, all three dates are required to attend.
7. Blackboard/Canvas
  - a. Blackboard – no new update
  - b. Canvas – Kickoff done, First 3 months (Authentication, integration, training, branding, etc) – Brian Nath reported that IS is meeting with the vendor next week to discuss the timeline. He also reported in ITAC that IS will get the Authentication and SIS integration done, they are working with the vendor and an outside resource to write the integration code.
8. Blackboard Pay – Payment to Students – Brian Nath reported this agenda item was highlighting this system, the disbursement went out as planned, so this agenda item will be removed.
9. Search for Sections – College Pick List – Brian Nath reported there is a fix for this that will need to be tested first.

**Information Items – Discussed as Requested**

**Ongoing Projects with Change in Status**

1. Staffing IS
  - a. Manager, Technology Programs (Student Services) – Brian Nath introduced Jessica McKean, who has been hired for the Cuyamaca position. They will need to go back out for the Grossmont position. In the meantime, Jessica will be a resource for both colleges.
  - b. Manager, Technology (Security and Systems) – Brian Nath reported that this position has been filled and the person starts October 24<sup>th</sup>.
  - c. Information Systems Business Analyst – Brian Nath reported they will interview for this position Tuesday and Wednesday of next week.
2. Workday Deployment – New HR, Payroll, Finance system
3. Infrastructure
  - a. Wireless focus for start of Fall term – GC TechMall 2<sup>nd</sup> floor
  - b. Wireless District Services pilot / testing new equipment
  - c. Ongoing Upgrading networks switches both colleges

**Ongoing Projects**

1. Remove “.net” support, and enable https on college and district sites
2. Windows XP – Laptops – inventory

3. Data Warehouse/DSS – EMA - Enrollment Management Analysis report being tested
4. Curriculum Approval – target RFP for Fall term
5. Course Descriptions on WebAdvisor – reviewing in DCEC
6. Server Monitoring
7. DARS (Degree Audit Reporting Systems)
8. Windows 10 / Office 2016 – next steps
9. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
10. Onedrive for Business – Office Online – districtwide email
11. Office 365 - Student accounts for home use, Email to faculty
12. Phishing and compromised accounts / Security

**Brian Nath also reported on:**

1. Wireless – Wireless using Cell service for laptop carts – Brian Nath reported that cell phone providers can provide a hot spot that can work for 8-10 laptops, they can be hooked up to the laptop and go anywhere with it. This would cost \$120 a month, and could also be used for outreach at high schools. IS is currently pursuing this.
2. Document Imaging – next steps – On site vendor Assessment done, next steps – Brian Nath reported that the vendor came out this month and they are waiting for a report from that visit. There was also a discussion about electronic forms that another vendor can provide so students don't have to wait in line for signatures, the security aspect of it, and that the approval process could be built in.