

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

MEETING NOTES

MARCH 16, 2017 – 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, Janet Gelb, Kerry Kilber Rebman,
Nicole Jones, Pat Newman & Sang Bai**

New and Relevant Issues to Be Discussed

1. Cuyamaca ITC Report - Kerry Kilber Rebman reported there was a discussion about Windows 10, working on contact policy update, and adopting ODI rubric for evaluation of online classes.
2. Grossmont TTLC Report – Janet Gelb reported there was a discussion about Windows 10, Canvas, their scheduling conflicts and maybe combining this with another committee, and Respondus.
3. Technology planning BPA – Brian Nath reported that at the BPA meeting, they came up with a new process to funnel technology requests. This will go to TCC in May for vetting. There will be a form to be filled out for the request that then goes to the College Campus Technology Committee for review and rank. This could be in place by the fall.
4. Workday
5. Respondus – Brian Nath reported this helps with setting up quizzes on Canvas, but it concerned with how it will integrate.
6. HelpDesk – ICS and IS pilot – There was a discussion about getting together with Jerry Williamson to discuss this. Brian Nath stated he will talk to Jerry Williamson about a districtwide debrief.
7. Ordering computers – Brian Nath reported he is working with Purchasing to get on the same page regarding this. Brian stated he will sending an email regarding the website with the process on it hopefully by Monday.
8. Blackboard/Canvas - Kerry Kilber Rebman and Janet Gelb both confirmed they received the list from Debbi Smith. There was a discussion about the list and if they had the tools that they needed. There will be a discussion at TCC about management.
 - a. Blackboard – dates for making semester containers unavailable: 2017SP (Jun 22), 2017SU (Aug 18), 2017FA (Jan 3)
 - b. Canvas – semester is in progress for pilot instructors.
 - i. Implementation plan – timeline, checkoff list ?
9. LTI Approval Process
10. WiFi – Brian Nath reported that he would like to be informed of any WiFi issues that anyone is experiencing, as well as reporting them to the IS Help Desk. The needs to be posted in the Help Desk Software so it can be tracked where this is happening and if access points are being resent.
11. Daily FTES comparison report
12. Student Address change via WebAdvisor – Eric Lane & Laura Murphey will meet with Admissions regarding the report that has been written.
13. WebAdvisor
 - a. change request from Cuyamaca Counseling – Brian Nath reported that this is where students enroll in payment plans. He stated they are talking with the vendor and Accounting and are hoping any changes will not be noticeable.
 - b. Pick list of Subjects – suggested change for unique subjects per college – Brian Nath reported that Cuyamaca would like to restructure their links and have decided to move forward with these changes.
 - c. Faculty email and phone – Brian Nath reported that in Webadvisor, the subject areas are different at each college, but show all. He suggested for those that are unique to each college to have a hyphen-college at the end.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Network infrastructure upgrade plan

Ongoing Projects

1. Curriculum Approval – target RFP for Fall term
2. DARS (Degree Audit Reporting Systems)
3. Windows 10 / Office 2016 – next steps – Brian Nath reported that Jerry Williamson has just been tasked to review Windows 10 Image and test the software to see which are compatible. Jerry Williamson will provide a time line for the next ITAC meeting.
4. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
5. Onedrive for Business – Office Online – districtwide email
6. Office 365 - Student accounts for home use, Email to faculty