

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)  
MEETING NOTES  
OCTOBER 18, 2018 – 1:00 p.m. to 2:00 p.m.  
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM**

**ATTENDEES – Brian Josephson, Brian Nath, Debbi Smith, Janet Gelb, Jodi Reed, Kerry Kilber Rebman, Matt Calfin, Mike Reese, Pat Setzer, Rhonda Bauerlein, Sang Bai and Steve Abat**

## **Topics**

### **1. Welcome and Introductions**

Introductions made around the table.

### **2. Additions to the Agenda**

None

### **3. Approve Minutes of the April 19, 2018 meeting-<https://intranet.gcccd.edu/itac/default.html> – Approved.**

### **4. Review Action Items**

Start anew this year.

### **5. Review Charge and Composition**

Kerry Kilber Rebman reviewed the charge and discussed some edits with the committee to include calling out the charge of the two co-chairs since they now chair the meeting. The committee discussed and approved piloting the next meeting via Zoom.

**Action item:** A sub-group comprised of Jodi Reed, Janet Gelb, Matt Calfin and Kerry to meet and come up with a draft charge and revisions to the composition to share at the next meeting.

### **6. Library Services Platform**

Kerry shared that the State is offering a new Library Services Platform, Ex Libris to replace the district's current SirisiDynix system. An off-cycle technology request is currently moving through the campus/district approval process. The State will pay the 1<sup>st</sup> year subscription fees and implementation fees if we sign on by October 31<sup>st</sup>. It is estimated that the heavy workload would occur in October 2019. Brian Nath discussed IT's involvement in the migration to Ex Libris and feels October 2019 is doable. Colleges currently going through this migration are referred to as Vanguard Colleges. We are currently looking for a Vanguard College on SirisiDynix to see if they have had any integration issues so that we can be better prepared.

**Action item:** Brian Nath will speak with our Vanguard College counterpart.

### **7. Windows 10 Rollout**

Both colleges have started to migrate some computers to Windows 10. Faculty and staff will no longer have administrative privileges to install software independently. New software must be properly vetted through the process by completing a software request form. Brian Nath stated that Ransomware is a growing concern and explained the security risks to the District, employees and students if we are hacked. Curtis Sharon is going on a road show at Cuyamaca to discuss the Windows 10 rollout, security and to communicate out the process so everyone can obtain the job-related software they need to do their jobs. Dropbox is part of the Microsoft store so people can still use it. Office 2016 is currently being installed on computers. The timeline to complete the Windows 10 upgrade is under discussion. Currently only new computers have Windows 10. There was group discussion regarding the use of OneDrive. IT support questions need to be worked out first.

#### **Action items:**

- A workgroup comprised of Jerry Williamson, Sherri Braaksma and Sang Bai to meet and ferret out ideas on this topic and report back to the committee.

- Kerry will send the PowerPoint presentation being used on the road show to the group.

## **8. Single Sign-On**

Brian Nath conveyed that a one account/one password system is complex but is a project on IT's task list.

## **9. Adobe Suite for Faculty - Process for Office Install**

Janet Gelb expressed concerns over the length of time it takes to get Adobe installed for faculty at Grossmont. Brian Nath advised Janet to give the list of who needs Adobe to Matt Calfin to expedite this process. The Adobe software request form is located on the District Forms Depot.

## **10. District IT Report**

Brian Nath reported that Colleague and everything related to the Student Information System will be down November 1-2 for an upgrade. IT is also focused on Wi-Fi for outdoors and hopes to have this done within a few months. Students that have not met pre-requisites will be pulled out of courses for the 1<sup>st</sup> time as of spring 2019. An email will be sent out notifying the campus community on this topic. The pull date for pre-requisites is the same as the drop for non-payment date. Brian shared that an attendance roster template and instructions to import attendance rosters into Excel is on the District Forms Depot under "Attendance Rosters." The contract for the new Voice Over Internet Protocol (VOIP) telephone system has been signed although the timeline for installation has not yet been determined. There was discussion amongst the group regarding placement of phones in classrooms.

**Action item:** Brian to check with Chris Tarman and get on the Chairs and Coordinators agenda to get feedback on phone placement.

## **11. Cuyamaca CTC Report**

Tabled until the next meeting.

## **12. Grossmont TTLC Report**

Tabled until the next meeting.

## **13. Accessibility**

Tabled until the next meeting.

## **Other**

**14. Next Meeting:** November 15, 2018.