

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)
MEETING NOTES
NOVEMBER 15, 2018 – 1:00 p.m. to 2:00 p.m.
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM**

ATTENDEES – Rhonda Bauerlein, Matt Calfin, Janet Gelb, Brian Josephson, Frank Moore, Kerry
Topics

1. Welcome and Introductions

Introductions were made around the table.

2. Additions to the Agenda

Web Redesign: The committee expressed concerns about going through a website redesign now due to the upcoming Accreditation. Additional concerns were raised on the timing of this due to Debbi Smith's retirement in December. "Civilian", the company selected for the website redesign, is still determining which content management system will be used in the redesign although they are considering Zesty, Cascade and OmniUpdate. Kerry shared that several colleges do not favor Cascade for the state-wide redesign.

3. Approve Minutes of the October 18, 2018 meeting-
<https://intranet.gcccd.edu/itac/default.html> –Approved.

4. Review Action Items

All action items are in progress.

5. Review Charge and Composition Draft

Kerry Kilber Rebman reviewed and discussed the charge and composition revisions with the committee. The chair of this committee will alternate annually between the Dean of Learning and Technology Resources at Cuyamaca College and Grossmont College to include all administrative duties. The group discussed adding the co-chair of the College Technology Committee at both colleges to the composition.

Action item: Kerry will make the revisions and send to the committee to review and will then request this item be added to the Technology Coordinating Council (TCC) February agenda for review and approval.

6. Off-Cycle Request-Cornerstone for Professional Development

Kerry discussed/revisited Cornerstone since there have been some changes. The only way to get on this system now is to have IT integration thus it needs to be brought back to this committee for consideration so it can move forward to TCC for consideration and prioritization on the IT task list. The committee also discussed getting EvaluationKit on TCC's agenda now so Cuyamaca can conduct a pilot in spring 2019. Rhonda Bauerlein shared that "ProTeam" (our homegrown IT program) needs to be tweaked so it works better with EvaluationKit before we move forward with EvaluationKit.

Action item: Pat Setzer will request that the ITAC charge/composition, EvaluationKit, Cornerstone and the website redesign be added to today's TCC agenda.

7. Vericite

Vericite is the plagiarism software in Canvas. Kerry will keep the committee informed about this as we obtain information from the State as the price may increase.

8. Email and Snail Mail Student Content Information Updating from CCCApply to Colleague

When returning students who have attended courses in the past reapply through CCCApply have a change of email address or postal mail address, the updated information is not uploaded into Colleague. Also, there is a gap on how faculty emails are loaded into Colleague so we have asked HR if they could fill the gap but have not heard back yet.

9. District IT Report

Nothing to report at this time.

10. Grossmont TTLC Report

- OEI Consortium Colleges: Janet said the college is interested in joining the OEI Consortium, but Grossmont College is not ready at this point. We need to get the necessary measures in place before we apply to join the consortium.

Action items:

- Janet to keep TTLC apprised of advances made by the Canvas workgroup as we look to joining the OEI Consortium.
- Janet and Matt to work together on meeting the qualification of joining the OEI Consortium. They will reach out to their contacts.
- Dave to research programs and services available to OEI Consortium colleges and report back to the committee.
- Library Service Platform: The new Library Service Platform (LSP), Ex Libris, has gone through Academic Senate, ITAC, and TCC (Technology Coordinating Council) and received the go ahead from Chris Tarman.
- Technology Request Process: For some time now, it has been apparent that the college and District need to have clear processes in place for all technology purchases, including new software. Currently, Cuyamaca is piloting a form they devised that seems to be working well. Janet will reach out to Kerry Kilber-Rebman and request a copy of this form.

Action item: Janet will send this form to the TTLC team and ask for input.

- Janet brought up the savings the District is reaping due to the cancellation of BlackBoard. She would like to know how this approximately \$200,000 is being spent. What departments/entities have been empowered to oversee this \$200,000? Janet wants TTLC to be part of this decision-making. Moreover, Janet believes TTLC needs to have more influence on how technology money is spent overall.
- Craig asked how faculty rollovers are handled. Matt pointed out that Sang Bai keeps a list of all faculty computers and the rollover schedule is based on the age/warranty of the computer.
- Dave brought up the no-cost icon the Counseling department wants to see on the registration page. Counseling wants to know if the Self-Service registration process will be used for the spring term.
- Craig would like to revisit instructors' inability to download needed programs to campus computers. It had been suggested instructors use laptops to circumvent this issue, but this solution is not always feasible. Janet agreed that this issue needs further discussion.

Action item: Janet to get the Technology Request form from Cuyamaca and send to TTLC members for their input.

Action item: Janet to add instructors' being unable to download tools necessary to teach in the classrooms to a future TTLC agenda.

11. Cuyamaca CTC Report

- Cuyamaca has updated their tech request form. It is now in survey monkey and can be used for both on and off-cycle requests.

Action Item: Kerry to send out the link once it is posted.

- CTC has a sub-group of 4-5 people who have volunteered to take a first pass at prioritizing district tech projects from the campus point of view. We have a directive from the president to assist the college with this.
- Cuyamaca needs to update their tech plan and is researching other plans. It would be good to work with Grossmont and District to align in some ways.

12. Accessibility

Tabled until the next meeting.

Other

13. Next Meeting: December 20, 2018. Cancel?

The December meeting is cancelled.