

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)  
MEETING NOTES  
February 21, 2019 – 1:00 p.m. to 2:00 p.m.  
VIDEO CONFERENCE – Via Zoom**

**ATTENDEES – Rhonda Bauerlein, Brian Josephson, Dawn Heuft, Frank Moore, Jodi Reed,  
Kerry Kilber Rebman**

**Topics**

**1. Welcome**

Welcome to all in attendance.

**2. Additions to the Agenda**

None

**3. Approve Minutes of the November 15, 2018 Meeting-**

<https://intranet.gcccd.edu/itac/default.html> –Reviewed

**4. Review Action Items**

Kerry Kilber Rebman reported that she made the changes to the ITAC charge and composition as discussed at the last meeting. The updated document was sent to the committee for review. The next step is to bring to TCC for review. If the changes are approved, the information will be updated on the website.

**5. ITAC Charge/Composition**

Discussed above.

**6. EvaluationKit Pilot**

Cuyamaca received funds to move forward with the EvaluationKit pilot. Rhonda Bauerlein provided some updates and shared that she will meet with Carolinn Torwick at Grossmont next week.

**7. First Day LTI**

Kerry provided some background information on this LTI which was requested by the Math Department at Cuyamaca. The College Technology Committee (CTC) at Cuyamaca approved this to move forward to ITAC for consideration. Kerry shared that this LTI gives students access to materials on the 1<sup>st</sup> day of class, no accessibility issues have reported and this doesn't commit us to any particular publisher. The group questioned whether it was possible for students to opt out on this and if they can receive a refund if opting out is possible. These questions will need to be addressed with Financial Aid and District Accounting. The group Recommends that the LTI move forward for further consideration. Next step is to work with District IT on discovery.

**Action item:** Kerry will update Michael Carr on this LTI and discuss next steps.

**8. District IT Report**

None provided but the group did have a couple questions regarding the status of the new phone system and the website redesign project.

**9. Grossmont TTLC Report**

Dawn Heuft reported that Grossmont completed their committee redesign and that the new technology committee is about to have their first meeting.

**10. Cuyamaca CTC Report**

Kerry reported that the committee will begin reviewing annual technology requests from program review and that Cuyamaca will start work on updating its 5-year plan.

## **11. Accessibility**

Kerry stated she would like to see a focus on accessibility as part of the website redesign project. There was discussion regarding the challenge of people uploading documents to the website that are not accessible. Brian Josephson shared information on self-paced accessibility courses. The California Community Colleges Accessibility Center in collaboration with @ONE has designed a series of free online micro-courses in Canvas that focus on accessibility best practices. The self-paced courses are available to all California Community College personnel and offer learning the essentials of ensuring the accessibility of instructional materials. The available courses include Canvas Accessibility, Microsoft Word Accessibility, PDF Accessibility, PowerPoint Accessibility and Video Captioning. Each course is delivered via Canvas and includes hands-on exercises, video demonstrations, and solutions to create and deliver accessible content. Information and enrollment is available at [CCCAccessibility.org](http://CCCAccessibility.org) Dawn and Rhonda reported that workshops have also been offered to staff at both Grossmont and Cuyamaca.