

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

**ATTENDEES – Rhonda Bauerlein, Dawn Heuft, Brian Josephson, Mike Reese, Jodi Reed,
Pat Setzer, Kerry Kilber Rebman**

Topics

1. Review Meeting Notes of the February 21, 2019 Meeting-
<https://intranet.gcccd.edu/itac/default.html> –Notes Reviewed

2. Review Action Items

Opt out options/refunds for students need to be determined.

Action items:

- Kerry Kilber Rebman will follow up with Michael Carr on the First Day LTI and set up appropriate meetings.
- Kerry will also follow up with Sahar Abushaban and Jennifer Fujimoto (District Accounting) regarding opt out options.

3. Website Redesign

Kerry shared that she and Anne Krueger have drafted a communications plan to start sharing out information on the status of the website redesign. Anne will attend the April ITAC meeting. The Cuyamaca communication road show regarding the status of the website redesign will start on Monday, April 1st at ILAT. Civilian, the company handling the redesign, will present. Pat Setzer shared that Cuyamaca is in the process of approving their Academic and Career Pathways (meta-majors) and asked how best to convey to the website redesign people that Cuyamaca would like the website to direct students to these areas of study/pathways rather than to departments.

Action item: Kerry will discuss this with Anne and suggested that Pat bring this topic to ILAT on April 1 when Civilian is present.

There was group discussion on getting the catalog online, (not a PDF version) when feasible. Kerry stated that Civilian is asking colleges to review their current content so that it is relevant and student centered prior to the website redesign. Each campus has resources to assist with this if needed. Dawn stated that Grossmont has developed a communication to send out to the campus regarding this process as well. Kerry provided an overview of the services Civilian will provide.

4. District IT Report

- Kerry shared that SARS Anywhere is a software that helps track and get good data on students in Tutoring. Cuyamaca is now close to getting this installed for tutoring.
- We are getting a new voice over IP phone system districtwide.
- The entire district is in the process of moving to Windows 10 as we need to be off the current version by January 2020.

5. Grossmont Technology Committee Report

The Grossmont Technology Committee is a new committee that has now met twice. Dawn Heuft shared that Chris Tarman did a great presentation at one of their meetings on how IT has been restructured and how tasks/projects are being prioritized.

6. Cuyamaca CTC Report

Kerry stated Chris Tarman's presentation was given to the Deans but has not been presented at CTC yet. CTC is working on tech request rankings which will be presented at their April meeting.

Action item: Kerry will request the presentation with Chris for CTC.

7. Additions to the Agenda

- Brian Josephson explained that Kurzweil is a text to speech software that is used in the High-Tech Center. The sales representative for Kurzweil is willing to come and conduct a 2-hour training. Brian stated he would like tutoring involved with this also plus there are some new pieces in the software that would be beneficial to instruction.
Action item: Brian will follow up when a date and time has been determined (Aug/Sept).
- Kerry shared a topic discussed at ATAC this morning about determining how to prioritize the IT project list and wanted input from this group. ATAC is looking for approval to move forward with a strategy of prioritizing five big projects and then moving down the list and adding more as some of those are completed. Kerry expressed that she was not comfortable moving forward with that strategy without more clarity and what criteria were being used to determine the top five projects and obtaining feedback from constituent groups. The group feels there should be some staff dedicated to smaller more operational projects or those will never get done if the focus is only on the top five large projects. The group concurs that whatever plan is decided upon should address small projects as well in order to obtain a more responsive service.