**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**
**INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)**
**MEETING NOTES**
**April 18, 2019 – 1:00 p.m. to 2:00 p.m.**
**VIDEO CONFERENCE – Via Zoom**

**ATTENDEES – Rhonda Bauerlein, Dawn Heuft, Frank Moore, Jodi Reed, Kerry Kilber Rebman**
**Guests: Anne Krueger**

## Topics

1. **Additions to the Agenda**

   Kerry Kilber Rebman notified the group that the ITAC charge and composition will be finalized at either the April or May Technology Coordinating Council (TCC) meeting. We need to have a formal charge and composition in place by fall as that will probably improve attendance once people know if they are officially on the committee.

2. **Review Meeting Notes of the March 21, 2019 Meeting**
   https://intranet.gcccd.edu/itac/default.html –Notes Reviewed

3. **Review Action Items**

   None

4. **Website Redesign**

   Anne Krueger provided an update of the status of the website redesign and stated this is moving along quickly and they are trying to get everything done within the deadline.  Civilian is moving the website over and OU Campus is the CMS.  The plan is for a June 30th launch.  Civilian sent a spreadsheet with pages for both colleges asking if certain pages actually need to be moved over to the new website.  Deanna Thompson and Rocky Rose are working with departments clarifying which pages actually need to be migrated over.  Anne confirmed with Michael Carr that the old website will be backed up and put on a hard drive so pages can be reclaimed if needed.  Anne shared that Civilian provided an overview of the high-level navigation. There was group discussion on the need to have Canvas and WebAdvisor on the home page. Kerry shared that the campuses were originally asked to complete the content inventory (spreadsheet) by the end of April but the date has been extended to a more realistic date of May 31st giving us more time to reach out to departments. Dawn asked for clarification on the date at which we do not want to make any more edits because if content is to be ported over, edits would then need to be made in two places. Anne stated we want to emphasize cleaning up webpages and making edits now before May 31st. The District website and the intranet will be moved over later.

   *Action item:*  Anne will follow up and make sure Deanna gets the spreadsheet.

5. **District IT Report**

   Training for the new phone system is currently in process.  Frank Moore shared that he has not been looped into the website redesign much since Civilian is handling this. Frank expressed concern about District IT not being kept in the loop until the end when/if this gets to crisis mode. Frank shared that the District website talks to the college websites to share news and events and asked how this will be handled moving forward. Another matter to be decided is whether or not to move forward with a Cascade upgrade since it's in its final version and would need to be upgraded by the end of May.

*Action items:*

- Frank will follow up with Michael Carr regarding a potential Cascade upgrade and Kerry will follow up with Anne Krueger.
- Kerry will follow up to see if we can get a zip file or FTP especially for the Online Teaching and Learning site and check to see what format the back-up will be.

## 6. Grossmont Technology Committee Report

Nothing new to report as this committee has not met since the last ITAC Meeting.

## 7. Cuyamaca CTC Report

Cuyamaca is working on the tech rankings.