

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE (ITAC)  
MEETING NOTES  
May 16, 2019 – 1:00 p.m. to 2:00 p.m.  
VIDEO CONFERENCE – Via Zoom**

**ATTENDEES – Rhonda Bauerlein, Matt Calfin, Michael Carr, Dawn Heuft, Brian Josephson,  
Jodi Reed, Kerry Kilber Rebman**

## **Topics**

### **1. Additions to the Agenda**

None. This committee does not meet in the summer so the next meeting will be in the fall and hopefully by then there will be clarification of the committee's charge.

### **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. First Day LTI**

**Action Item:** Nancy Asbury to schedule a meeting on this topic with the appropriate people.

### **5. Faculty Emails in WebAdvisor**

The issue is to find a way to get new faculty hire email addresses into Colleague once they are entered into Workday so that they show up in WebAdvisor. Michael Carr reported that he discussed this topic with Chris Tarman and they walked through the onboarding process with Human Resources. Michael stated this needs more discovery and to be automated as part of the process. The group discussed possible options for a solution. Jodi Reed suggested having a staff member (or herself) enter the faculty email addresses directly into WebAdvisor as a short-time fix.

**Action item:** Michael recapped that for now, we are in agreement that we will function as we are currently and he will research and report back to the committee at the next meeting on what needs to happen and a timeline to fix this going forward. The goal is to have the district email in WebAdvisor.

### **6. EvaluationKit Pilot**

Rhonda Bauerlein reported that the completion rate range is between 18-97% so that raises the question what was done to get a 97% return rate versus the 18% return? Rhonda stated we need to interview the instructors to find out what the difference was and what they did to get such a good rate of return. If a lot of people dropped, that would affect the response rate.

**Action item:** Rhonda and Jodi will put together a short survey and send out to faculty to get some data points regarding getting students to respond.

### **7. District IT Report**

Michael Carr reported that the District is still on a search for a web specialist to work on some of these types of projects and shared that the website redesign is moving along. There was discussion on upgrading to Windows 10, security issues and not being able to install software.

## **8. Grossmont Technology Committee Report**

Matt Calfin thanked Kerry Kilber Rebman for attending the Grossmont Technology Committee Meeting. Grossmont is in the process of establishing a process to prioritize technology requests and Kerry shared Cuyamaca's process. Matt reported that Grossmont will look at Cuyamaca's form and consider using it or portions of it as a pilot to see how it will work and then tweak it based on the rubric. Grossmont is in the middle of this process and is making progress which was expedited due to Kerry's attendance and information sharing.

## **9. Cuyamaca CTC Report**

Kerry reported that CTC debriefed to reflect back on this past year. There were \$740,000 in technology requests that were ranked and presented to various groups. Sahar Abushaban funded about \$500,000 of the technology requests due to one-time funds and the Windows 10 migration due to the need to upgrade computers to accept Windows 10. The PPIS funds were put back in the State budget plus the State added some funds. The committee also debriefed on the Technology Request process and how to improve it and discussed the need to do a new 5-year Tech Plan.