

Modesto Junior College
ITC Meeting Minutes
November 24, 2009
Approved Minutes

Co-chairs: Jim Clarke, Tobin Clarke

Present: Ellen Dambrosio, John Zamora, Mel Ainsworth, John Chappell, Alice Nguyen, Yoseph Demissie, Clement Xavier, Nancy Backlund, Alex Cordova

Absent: Dale Phillips, Will Lotko, Josh Hash, Lawrence Scheg, Nancee Carrillo, Ernie Medrano, Tobin Clarke

Recorder: Jennifer Ahlswede

1. Review of Minutes

Take off the extra "Brian" on page three. The minutes from October were approved by the entire group.

DISCUSSION ITEMS

2. Update of Technology Plan

a. Establish Task Forces for respective areas

Jim would like individuals to review their respective content in the Technology Plan. We reviewed the plan and the assignments were made. Technical Support: Tobin. Computer Replacement, Upgrade and Maintenance: Clement. Media Equipment Replacement and Maintenance: John Chappell. Procurement Procedures: Clement. Multimedia: John Chappell, Nancee, Jim, Wes Page and groups to revisit this section. Distance Education: Jim. Online Student Services: Alex to take to the Student Services group. Telecommunications Network: Clement to work with Josh. Remote Access for Faculty and Staff: Clement with the help of Dale. Electronic Mail: Ellen. Backup Procedures and Disaster Recovery: Clement will work with Yoseph. Web Site Access and Development: Alice. Software Replacement, Upgrade and Maintenance: Clement. Library and Learning Resources: Ellen. Staff Development: Jim and Mel. Assistive Technology: Nancee. Staffing: Tobin. Facilities (new concerns with swing space and all buildings to be represented by IT/Tech staff): Jim.

If there are areas you think should be included, now is the time to add. Clement suggested we add a Security section, such as password changes, policies, etc. Clement will get a start on this section. The plan should also include a permanent home for Technology Services. Mel and Clement will add this to the plan.

b. Establish a timeline and due date

We will start working on revising the Technology Plan when the new semester begins. Changes and additions should be sent to Jim in February. The document is on the MJC website at this link: http://www.mjc.edu/facultyinformation/instructionoffice/instr_tech.html. We can put the document on SharePoint and collaborate online. Jim will set this up through Mardi. The plan will be uploaded as a doc file and you will have the ability to check out the section you were assigned to revise.

3. Web Site Issues - Alice

a. Online Catalog – Planning Issues

Alice has heard that we may not print the catalog in the future. If we don't print, we need to figure out what we should do online for the catalog. She has heard that the 2010-2011 catalog will be the last issue printed.

We have already gone paperless with the schedule. We could offer the catalog as PDFs and/or Web pages. PDFs may be less user-friendly for some, but they are great for archiving purposes and more complex text and symbols that view better in PDF formats than in a Web format. Web pages are better than PDFs for 508 compliance issues. PDFs can also cause trouble with certain web browsers, such as Firefox.

Alice has looked at what other colleges are doing. Stony Brook University has Web pages for their catalog. You can view the programs and courses, the degrees and requirements, etc. They use OmniUpdate and XML. To do what they are doing, we will need the ability to extract data from either Datatel or CurricuNet. World Wide Web Consortium recommends that we use web platform. There will be problems with accessibility if we only use PDF.

Step number one is to define our source data. This would automate updates to the website. MJC will have to coordinate with IT and discern what resources are required. The program used will need to be Datatel, according to Margo, because this is the program we use to report information to the state.

John Zamora questioned what is the problem we're being asked to solve? Alice has only heard that this may happen and wants to be ready if she's asked to make this happen. John's point is that curriculum is not being changed all the time. It changes three times a year: Fall, Spring, Summer.

We also need to plan for instructional units who use this document. There will be counselors and faculty that require a printed copy of the catalog for guidance and instructional purposes. Nancy Backlund is against going paperless with the catalog. She suggested we have all three (PDF, Web pages and printed), but printed should be done for those who require it.

We don't know if a decision has been made regarding a paperless catalog. We do know that we are moving toward paperless, so this is a very valid issue to tackle. We need to do a lot more fact finding before we can make a decision and recommendation regarding this issue. We must begin discussions with the campus community regarding the future of the catalog. If it is going to go paperless, we need to encourage everyone to slow down, do research, ask questions, etc.

b. Faculty Search

Brian is currently building the faculty templates and the search function may be available next Tuesday. Alice showed us a demo page with Tobin's information. Faculty can add up to six documents, such as syllabus, and make it their home page and link out to another site if they have one. The source data for these faculty search pages is pulled from active directory. They can choose to display their photo, or not, and they can add their office hours. The faculty search box will be right under the main search box at the top right of every MJC Web page.

c. Faculty Web Sites

We won't be cutting off Virtual right away. It is up to faculty to move their pages. Any program that supports WebDav will work on the new faculty Web site server. Alice will be training faculty on SharePoint Designer. If faculty is using FrontPage, they can continue to use it, but Alice will encourage them to move over. We would like to eventually use OmniUpdate, since many faculty are currently using it, but we are not ready for OmniUpdate use with faculty Web sites, yet.

4. Technology Services Issues – Clement

Swing space for the Founders Hall renovation project is a huge issue for Technology Services right now. We've had to meet deadlines, so we met with the architects and listed the issues regarding technical limitations. They need to start trenching in the parking lot next to the stadium for the technical needs of swing space portables. The task force is meeting on December 2 (John will send to Clement the invite), to ensure everyone is on the same page. There is a physical limitation with only 75% space available compared to what is currently available. The architects are already late in submitting their plans. We need to have a decision made at the December 2 meeting.

5. Distance Education Issues – Jim

a. Blackboard (WebCT) Issues

i. Blackboard 9 upgrade

We had a webinar with Blackboard 9 last week. We won't be able to run coproduction as we hoped we could or do the integration next semester. We will be working on extracts to pull data. In the meantime, everything will have to be input manually. Programming is looking at this right now. There are some new faculty and specific study areas (Computer Graphics) that are will be forced to use Blackboard 9. Blackboard 9 will give us more flexibility that will allow more needs to be met. We are moving ahead, but will have to stay with the current front end and have a link out from 8 to 9, but we won't be able to use it in coproduction. Students will have to log in twice, once to 8 then again to 9, if using 9. It has a totally different look and feel than WebCT. Blackboard is doing their best to accommodate us, since they were not able to deliver what they promised.

6. District I.T. Report – Yoseph /Margo

The district is getting ready to notify all users of the password change process and requirements. The password reset policy and procedure will go into effect on February 1. This change will affect all YCCD staff and faculty. If you change your password now, you will not have to change it for six months. Once a user's password has reached six months, it will be considered expired. This expiration will lock the user until the password has been reset. The system will lock them out. Margo is working on a web based application which will allow people to reset their password from anywhere. Margo doesn't believe that StaffNet, PiratesNet and Datatel will be affected. The new passwords will require eight or more characters with password complexity which requires upper/lower case letters, numbers, and special characters. A user will not be able to reuse existing passwords, as the system will remember the last five passwords used.

Margo reported that student log-in based on active directory is Yoseph's area, and she has not heard of timelines for implementation of the student log-in.

ADJOURNMENT