

Modesto Junior College
ITC Meeting Minutes
February 25, 2008
Approved Minutes

Present: Mel Ainsworth, Nancy Backlund, Nancee Carrillo, John Chappell, James Clarke, Ellen Dambrosio, Will Lotko, Felicia Osnaya, Dale Phillips

Absent: Joshua Hash, Ernie Medrano, Lawrence Scheg, Barbara Wells, Tobin Clarke, Alex Cordova, Yoseph Demissie, John Zamora

Recorder: Jennifer La Core

1. Review of Minutes

Ellen motioned to approve the minutes. Will seconded the motion.

Changes:

No changes were made to the minutes from the 1-28-08 ITC meeting.

Review of Agenda

Jim asked committee to review agenda for today's meeting.

2. CPS Follow-up – Jim

John Burgess, who administers the CPS system, will be at MJC this week to demonstrate the system. About 12 faculty members have signed up. It will be Wednesday at 1 p.m. and again at 2 p.m. in the IRC. San Diego State University created a website that describes CPS. We could use it as a possible support template if the system is widely deployed. Stanislaus State also uses CPS. There are two purchase options when it comes to the CPS system. Students may purchase a semester license or they can buy an extended "lifetime" license. Purchase of the lifetime license allows the student to use the system as long as they wish. Also, the license can be taken with them if they transfer to another school using the CPS system. There is no cost to the faculty member and institution adopting the system for classroom use. A faculty member who adopts the system receives the receiver and all necessary software at no cost. Students purchase the hand-held clicker device from the bookstore and choose their license option at the time of purchase. Licenses may be "renewed" online each semester unless the student purchased a "lifetime" license.

3. YCCD I.T. Issues

a. Blackboard

Matt Lord from Blackboard sent a quote for the provision of their "hosted ASP solution." The quote is for a 5 year period. Gina Rose at District is talking with the Chancellor about how to pay for the hosting service. If the District adopts this approach, it will free-up Edward Berner's time for use on other I.T. projects. Also, using a hosted solution will allow for greater system "up-time" and a smoother and more up-to-date application of system hot-fixes and patches. We may end up sticking with the current hosting arrangement and hope we don't overstretch our server, but the hope is to move to Blackboard hosting within the next 3 to 6 months.

Also, we are moving away from using the WebCT brand-name and all related icons. We will be using a "Blackboard" icon beginning in the summer. All online and print references to "WebCT" will be removed and replaced with "Blackboard."

b. E-mail accounts

Felicia mentioned that lab aides will be participating in some training on the e-mail systems. Currently there is no link on the main Pirates Net site to access their e-mail, it's still just a link describing how to setup an email account. There are about 40,000 accounts on Windows Live ready to go.

c. Streaming server

Jim talked to Brian Hill about the streaming server, but a scheduled time needs to be set to talk about this issue. Brian wants to embed the flash player and has a way to encode the server. If we could by something to help us automate the process of converting the file types, that would be extremely helpful. Nancee Carrillo said she can look into adding it to the grant.

d. Other

None

4. Site license purchase of Adobe products – Will

Will reported 96 replies to the e-mail he sent out about Adobe product use – 115 Photoshop, 54 Acrobat, 80 CS2, 33 CS3, and a number of different applications. Will has been working with Spence and trying to go through the foundation and has been in contact with Adobe. So far they haven't offered a site license to community colleges. CISOA has a conference in March and Adobe will be at the conference one day, and it's our hope to send a representative. Downey High School has a 500 license for Adobe Master Collection and paid about \$11,000. Gina Rose has discussed this with Spence and is on board with this idea.

Action Item:

- Will Lotko will bring an update to the next meeting.

WHO: Will Lotko

WHAT: Update on Adobe site license

WHEN: At next ITC meeting, March 24

5. Guidelines and standards for MJC labs

Currently, there are no set guidelines and standards for MJC labs. Each lab has been individually set up with different settings and permissions. There is a need to create a standard that all labs start off with, then customize according to each lab.

Action Item:

- A sub-committee to discuss and devise guidelines and standards for MJC labs has been formed.

WHO: Felicia Osnaya (Chair), Mel Ainsworth, Jim Clarke, Will Lotko and possibly Nancee Carillo.

WHAT: Guidelines and Standards for MJC labs

WHEN: Not determined

6. Problem notification policy and procedure

Currently we have no emergency contact if the network is down. If we outsource Blackboard, this will take care of that problem with 24/7 service.

Action Item:

- Find out from Tobin what the final word from Gina regarding what we do and who we contact when the Server is down.

WHO: Jim Clarke

WHAT: Problem notification information

WHEN: Not determined

7. Items moved to next meeting's agenda due to Tobin's absence

a. Presidium Proposal

b. Web site re-design

8. Other - Web Site Redesign

An email was sent to all MJC students asking them to review the 3 web site design templates and give their opinion as to which of the 3 they preferred. Data will be collected in order to assist in the final selection of a template that will be deployed later this year.

IP Address Question: Ellen noted that the library uses IP addresses assigned our campus and other colleges in CA and wondered how that could be. Dale Phillips and Mel Ainsworth suggested that she contact Josh Hash at District for assistance with her questions regarding use of IP addresses.

Action Item:

- Ellen will need to talk to Josh about the ownership of these IP addresses
WHO: Ellen Dambrosio
WHAT: Shared IP addresses
WHEN: Not determined

FUTURE AGENDA ITEMS

None mentioned

ADJOURNMENT