

Modesto Junior College
ITC Meeting Minutes
February 26, 2009
Approved Minutes

Co-chairs: Jim Clarke, Tobin Clarke

Present: Lawrence Scheg, Dale Phillips, John Zamora, Will Lotko, Ellen Dambrosio, Alice Nguyen, Mel Ainsworth, Felicia Osnaya, John Chappell

Absent: Yoseph Demissie, Josh Hash, Ernie Medrano, Alex Cordova, Nancy Backlund, Nancee Carrillo

Guest: Brian Sinclair

Recorder: Jennifer Ahlswede

1. Review of Minutes

The minutes from January 29, 2009, were approved with a unanimous thumbs up by the committee.

DISCUSSION ITEMS

2. YCCD I.T. Issues

Representation from District was not in attendance. Regarding the issue about Technology Services being absorbed by IT, the Chancellor, Rich Rose, Karen Walters Dunlap, Gina Rose and Tobin met to discuss the pros and cons of the proposed absorption. Gina agreed we should go ahead and hire the Interim Technology Manager. The major issue was that MJC was not part of the discussion at all, and the Chancellor approached the issue by saying it will save MJC money. However, we want to keep Technology part of MJC to better serve the classrooms, labs, offices, etc. Technology is short staffed, and if they are sent to IT, they would be one person less, since a manager wouldn't be hired. We are looking to hire a technical person for the Interim Technology Manager position.

Communication has always been a problem between MJC and CS. We depend on information coming from them, because what they do impacts the college. This has been an issue and will need to be addressed.

3. Distance Education News

a. New DE Committee

The Chancellor's Office is putting pressure on the District to make Distance Education more institutionalized. The Feds have put out a directive that anyone who has participated in an online course must be identified as that individual. The Feds then said as long as students have to log in, there is no need for proof. Jim and Karen Walters Dunlap have discussed this issue and the VCC (Virtual Classroom Committee) has discussed this with the Senate. The VCC was a committee that was disbanded through recommendation of the Senate because at the time it wasn't having much impact. Now, the idea is that VCC will be part of the Instruction Office, instead of Curriculum, which it was formerly under. Karen is taking the lead on putting this together. Jim, Tobin and Iris have agreed to sit on the VCC and if you would like to participate, let Karen know. Different colleges handle Distance Education in different ways; this committee will help establish how MJC will handle Distance Education.

b. Blackboard

Blackboard rolled out their new version 9 about three weeks ago, with no major issues. Jim has seen it, and reported a drag and drop style as well as the ability to use other course management systems with it. It appears to be their best version yet. You can integrate RSS with it. Jim doesn't know if it has public APIs. Butte College will be a beta site for the new version. The recommendation has been to wait a year because it's a different model and will require training. Gina asked Jim to participate in an Angel webinar, and it was shown that Angel is similar to the new Blackboard version. Moodle was an option, except it would have to be self-hosted, plus most faculty members did not like it. It is possible to set up external hosting, but we have to be willing to do some of the back-end work. Studymate and Respondus may not work with some

other systems, so currently is not an option. Our contract with Blackboard is for four more years, so this is not an urgent issue.

4. Web Site Design Project: Update

a. New Web Site Deployment

Alice and Jim have been holding OmniUpdate training. During the training, she shows the new Web site and gives hands-on training. The new Web site deployment timeline is tight, but she's confident we will make it. If you would like to test out OmniUpdate and the new Web site, there is a Sandbox folder available. There have been a few faculty interested in training, and we may have to have another set of training. Will Lotko asked if Jeremy Wilson was invited, but Alice did not remember seeing his name. Alice sent out the invite to the core group of users, the deans were asked who they would like to go through training.

The old virtual sites won't be shut down immediately, but the idea is to give the opportunity to phase over. Whatever is decided regarding FrontPage needs to be communicated by District. There are instructors that are nervous about losing their content on FrontPage. An option is to use OmniUpdate for faculty who don't want to use DreamWeaver or write code for their Web pages. SharePoint Designer is ready to go and can also be used, which is similar to FrontPage. Some of the FrontPage extensions are the same in SharePoint. We will be turning the Webpage server off eventually. Faculty.mjc.edu/clarkej is where Jim drug all his files, created links and they are working. Mel asked if SharePoint Designer different than SharePoint, and it is different. The server where SharePoint files are found is Yos-File. We could've paid for Expression Web, but SharePoint Designer was part of our site license and it includes all the same functionality as Expression Web at no cost to the District.

5. Technology Services Issues

a. Use of Technology Services staff to work on personal computers

Many faculty and staff have asked Technology Services to work on their personal computers/laptops. Tobin is going to let the deans know that this is not acceptable. There is not a current written policy regarding this issue. Felicia found a memo from Dennis Gervin from a number of years ago that Tobin will modify and send out as the new policy. We support technology purchased by the college to the best of our ability. We have a contract with TrendMicro anti-virus software to distribute to staff and we can assist them if they need help with installation. Brian Sinclair had an issue where he purchased his own hard drive to do college work and it crashed. Since it was his own hard drive, we could not support it.

Donations are a problem too. We receive work orders to install donated equipment, such as a printer, and we may find it not a good piece of equipment. There is a written policy of how to donate items to the college and the procedure needs to be followed. If it is approved by the board and the policy set forth, then we can support it.

b. Security issues in the labs and offices

There was a recent issue with the Ag lab. A student was reported changing all the work stations so he could control it from one computer. Security turned in a report. This was shared with Felicia and Gina, which again raises the issue of increased security in the labs. We would like to determine a default security for labs and handle labs needing more security on an individual basis. The default security is what needs to be addressed. Mel reported that each lab has their own group policy, and he has also played around with a basic policy for his labs that won't change from one lab to another because there are so many exceptions. If we put together a very robust policy, we can ask labs to apply for exceptions, which create more work for them, but greatly tightens down security. These labs are not for play, and students shouldn't be using the labs for anything other than class work. There are many labs that are unsupervised and no one to monitor during certain hours. Even if it is a work study student sitting there, it has to be some type of presence.

Physical security is also an issue. It would be beneficial to have a subcommittee that discusses security issues.

Action Item:

- A sub-committee has been formed to address security issues in labs. By the end of Spring 2009, this committee will submit their recommendation in writing.

WHO: John Zamora, Mel Ainsworth, Will Lotko, and Dale Phillips

We give admin rights to individuals that need to install programs but they download so much stuff that their computer runs slow. People need to be reminded there is a policy in place for computer use. Mel said that the first major problem we face will be in Admissions. They download so much stuff and have very private student documents and are putting very highly confidential information at risk. Mel thinks we should turn off the internet for them. There is a district acceptable use policy that is currently being reviewed. Mel wants to reiterate that the first big issue will be with staff systems. The sub-committee may want to consider that there are certain offices that need to be shut off. Our lack of staff training and giving them knowledge is half the battle. John will send out an email to the subcommittee to get them together.

c. Faculty/Technology Services communication issue

There is a lack of communication between faculty and TS.

d. Technology Services Manager – Screening Committee (update)

The screening committee met last week and Tobin was notified today that there were 16 applications on file for the position. The announcement closed yesterday and the person hired will be interim. Felicia is technically on vacation until August.

6. Accreditation Issues related to Standard III: C. Technology Resources

a. Inventory & Tracking of Software Across Campus (#4) – Update (Felicia & Jim)

It was suggested to use SharePoint for the approval process of software purchasing. Technology Services would be the keeper of the list and possibly the software. If people want to order software, there will be an approval process so Technology Services can assess hardware/software compatibility, price checking, etc. Often software is purchased and it is not compatible with the system. Once it is approved, it can be purchased, it goes to Technology Services for inventory purposes and ultimately installation. There is a committee looking at this process. The division deans will need to recognize the need for this process. If it is district property, they have the right to know what is installed on their property. There is a lot involved in this inventory tracking and it will involve a lot of time and will greatly impact the department. We also need to know how many of what licenses are out there. This could help us gain a site license for Adobe products. It would be ideal to have auditing software to track licenses. Part of what TrackIt does is auditing, however it is proving to do an insufficient job with this task. A common problem Technology faces is that they install software but don't keep the information. When there needs to be reinstallation, people assume Technology Services has the information. Dale mentioned there are other organizations that audit and track software, so there are options. Mel said Ghost can run inventory.

7. Portable Apps.com and Flash drives for new adjunct faculty.

Mel was thinking about virtual applications as he assists adjunct faculty. Portable applications give you the ability to open a variety of OpenOffice applications from a USB. It also has a directory structure. This might be a perfect tool to those who come on campus who doesn't have access to campus computers. There are applications on a USB drive and can be run from the USB drive, so there is not a compatibility issue. Scotty Gonser has been running portable apps for years. This would be a great thing to offer to those who

don't have the applications they need at home. You simply give them the USB stick with the applications on it.

Something to consider including on the USB would be a number of short Camtasia flash videos that would be helpful to know as a new employee. We could develop a library of videos that can be incorporated into their orientation. OpenOffice will open PowerPoint and other Office applications, except 2007. You can put a variety of information on the USB such as maps, where to go for duplicating, how you get a parking permit, etc. Individuals can go to any computer, plug it in, and you have everything you need. Mel has not looked into the Mac version yet.

Jim Clarke said that Susie Agostini came to him asking how they can avoid doing so much Datatel training for new staff/faculty. He suggested create different modules for different Datatel applications, record a video and have them watch the video for their training. Division secretaries can copy these USB drives and distribute.

Melissa Beach/George Railey coordinate the training for faculty and people can submit info to them. It would be great to have this ready to go for Summer. Let's give some to divisions and have new faculty play around with it, even if it's just the applications. We can also ask new adjuncts to think back to their first year at MJC and find out what questions they had answers to when they began working. Let them know what our intent is with this project and ask them for input. Brian Sinclair said he thought he would do this with his classes. The problem is irregular pricing on the flash drives. Will Lotko buys flash drives for their students for the materials fee for their classes. Larry Scheg has been filming information and uploading on SchoolTube or YouTube and points students there, but you could put the link on the USB drive. Our job is to support students and faculty and this is an easy and inexpensive way to do it. Mel could see doing this for students, too. Jim will talk to the Instruction Office to see if they can purchase the USB drives for new faculty. The new faculty orientation is long and full of information and it would be great to have something like this for them.

ADJOURNMENT