

Modesto Junior College
ITC Meeting Minutes
November 24, 2008
Approved Minutes

Present: Jim Clarke, Tobin Clarke, Ellen Dambrosio, John Chappell, Mel Ainsworth, John Zamora, Nancy Backlund

Absent: Lawrence Scheg, Yoseph Demissie, Nancee Carrillo, Josh Hash, Brian Hill, Will Lotko, Felicia Osnaya, Ernie Medrano, Alex Cordova, Dale Phillips

Recorder: Jennifer Ahlswede

1. Review of Minutes

Page 2 under New Web Hosting Architecture reads "There is not capability," and should read "There is no capability." Since there are no other changes, the minutes were approved by Jim and the attending committee members.

DISCUSSION ITEMS

2. YCCD I.T. Issues

There were no representatives from IT at the meeting. We may need to consider taking a few members off the committee. Josh, Yoseph and Brian Hill are not technically members but attend the meetings when they can.

We will be purchasing the BlackBoard Turn-It-In Power Link and testing it out. It is a power link installed on BlackBoard that allows the integration with the Turn-It-In anti-plagiarism system.

3. Web Site Design Project: Update – Tobin Clarke

Jim and Tobin have been proofing information and giving it to Interact. The copy writer at Interact is in the process of writing 50 additional (new) pages of content that will be added to the new web site. Tobin, Linda Hoile and Jim have been proofing/editing new pages as they are completed by the copy writer. Once the pages are approved, they are being sent to the migrators at Interact in order for the content to be added to the new web site. The soft rollout could be first week of December and there will be a lot of work on our end to update those pages.

Tomorrow we will interview five people for the Front End Web Developer position and we are hoping to get someone out of this group of people.

4. Accreditation Issues related to Standard III: C. Technology Resources (Handout)

One of the things we're trying to weed through is the accreditation report and the planning agenda. Jim brought a copy with him, which he modified by removing the wireless network section because it has been completed. This committee should decide on an item to tackle next semester and assemble a work group to handle the item.

John Zamora suggested we wait until the report is released in January or February then pick an item based on the findings of the report. Tobin does not believe the report will include the Technology Resources section and will mainly target the decision making procedures.

Tobin and Jim both suggested looking into centralizing software as the work group project for next semester. This group would need to begin by compiling a list of all software on campus. Campus software impacts Technology Services a great deal. There is no filter for technology purchases, and Technology Services find they need to support a variety of technologies that really shouldn't have been purchased.

Jim was looking at Adobe licensing programs. The price for licensing decreases the more you buy. We don't know of anyone keeping track of Adobe software purchases. If we reach a minimum quota, we can be

eligible for a tier two or tier three pricing. We should check with Spence or Howard on software purchases. Jim would like to see an automatic notification when software purchases are made. Mel suggested we have scheduled software purchasing to track this better. It would be easier to track if there were certain times of year when software is allowed to be purchased.

Track-It was supposed to track software installations, but has not been working well enough to do a sufficient job. There most likely is a program out there that we could purchase which could do a better job. This might be the recommendation of the work group.

Jim is hearing that there is no other issue to tackle other than software tracking for accreditation and suggests a work group to meet with Spence/Howard to track software purchases and set up an agreement with Adobe to get the special tier pricing. Jim, Ellen, Felicia can sit on this group, which will be the project for next semester.

5. Email Appropriate Use

Nancy asked if Yoseph said students will keep this email forever. It will be rolled over into a Hotmail type account after they are no longer an MJC student. Jim will find clarification on how the email works for students after they are no longer enrolled.

Mel mentioned that music students don't have a secure location for their music files. Jim said that when students sign up for their email, they can use SkyDrive. SkyDrive can be set with permissions so that students can share files. Each student has up to 6GB storage. Mardi and Lue are willing to help students get started. SkyDrive would be a great alternative for students that don't have or can't afford a flash drive. Using SkyDrive on campus has a minimal effect on the network load.

There's a new start-up company offering a system called "Get my drop box." If you save your files to one computer, it will sync up with your other computer automatically when you log-in to "Get my drop box." This system provides 2GB storage for free. They went live two months ago.

We don't know how many students are using their email and Yospeh does not have capability to look at these numbers.

Jim says technically staff/faculty aren't supposed to have student email accounts. Many institutions are moving to Google for email which enables them to free up servers, staffing, funding, etc.

Ellen mentioned this item came up in Academic Senate. It came up with student email, calendar, etc., the subject came up as to who can put items on students' calendars. Also, who can send out emails to all these students regarding issues on campus? Tobin asked Gina to put it on the Technology Committee agenda. The Senate did not have recommendations.

We don't want to flood student emails with "junk email" which may not be important to them. Brian Green, Columbia College Librarian, wanted to be able to send emails to both personal and school email accounts. This is a programming issue and will have to be looked into by IT.

Students cannot forward their school email to a personal account but can forward personal email to their student email account. They can receive their email at home using Outlook or Google by creating a Pop3 account.

Who sets the parameter on who can view student calendar and have permissions to add/delete items? Is this automatically set up by Microsoft? A student would have to allow you to add/delete calendar items. Can we send out calendar blasts? Tobin believes it is possible to have calendar blasts sent out. We'll have to look into this. IT is aware of these issues.

Ellen has not been receiving notification at 40,000 when her box is near its limit. John Zamora is experiencing the same thing. Both Ellen and John are seeing a 10,000 MB difference and mentioned it is tough to keep it under the 50,000 maximum.

There is a policy for staff emails, but people ignore it. It is called the "Authorized Computer Use Policy." It is a problem for many when their MJC email accounts are flooded by messages they don't want to receive. It was suggested to use RSS, subscribe to it and get a notification when a message has been sent.

6. Use of Technology in the Classroom

Jim received a message from Lee Merchant regarding wireless use by students during her class. Jim responded that this is more of a classroom policy issue. Ellen agreed that this is a management issue. Some instructors want wireless Internet in class, some don't. This will always be an issue. Mel mentioned we may want to push for every desk to have a computer but we give permissions as to what they can or can't do. SynchronEyes could be used very effectively in this environment. The instructor can release certain stations if they're using the computer for taking notes.

Student laptops are not on a secure network and we don't want to allow them access to items such as projectors that are wired. Presentations will need to be on a thumb drive, then plugged into the console for display. John Chappell has a student that overuses their laptop in class. John sets parameters in his class as to who can and cannot use a laptop. It's not a policy issue, it's a classroom management issue.

Mel is thinking long-term. He would like fully-"technologized" classrooms further down the road. Not all instructors are that savvy. Jim suggested we do technology days as training for instructors to learn about what can actually be done with technology in the classroom. The problem is, the people who need the training don't attend the sessions.

7. Other Items

Nancy asked if you can set partitions in the SkyDrive. Jim said you can set folders and give permissions to the folders.

Mel mentioned we really should discuss how equipment is used in the Auditorium. Everything is so interconnected, and doing one thing can affect so much more. There are so many problems and no drawings. Mel has pushed hard for a run-through of this building, wall by wall, floor by floor, with a video camera for recording purposes. The problem is that the installer was not paid for providing the final AutoCAD drawings of the building.

Jim mentioned we will not meet on December 22 and asked if the same time would work for everyone for next semester's ITC meetings.

Action Item:

- [Email ITC regarding availability for Spring semester availability.](#)

WHO: Jennifer Ahlswede

WHAT: Request availability for next semester.

ADJOURNMENT – 3:15 p.m.