



INSTRUCTIONAL TECHNOLOGY COMMITTEE MINUTES

October 8, 2007

Present: Nancy Backlund, Nancee Carrillo, Jim Clarke, Tobin Clarke, Alex Cordova, Ellen Dambrosio, Yoseph Demissie, Will Lotko, Ernie Medrano, Felicia Osnaya, Dale Phillips

Absent: Mel Ainsworth, Margo Guzman, Josh Hash, Lawrence Scheg, Barbara Wells, John Zamora

Minutes: Kim Schrader

<u>Discussion</u>	<u>Action</u>	<u>By</u>
<p>1. Approval of minutes from Sept. 10, 2007 Approved as presented</p>		
<p>2. Ongoing Reports</p> <p>a. YCCD I.T. issues and updates -</p> <p>i. <u>Student Email Accounts – status report</u> 48,600 accounts have been created and are ready to be activated. Each account will have 5 GB of storage space available. In the last steering committee it was decided to do a soft roll out beginning in November. A more "formal" roll out will occur in the summer or fall.</p> <p>We are working on the User Terms and Agreements in which each student will need to agree to before opening their account. One issue we have found is that there are a lot of steps to open an account.</p> <p>ii. <u>WebCT/Blackboard</u> There seems to be some issues with Application Pack 2. Yoseph is the contact person Edward Berner has been working on resolving some of the issues that have come up. A new Service Pack is expected to be released in a few weeks which will address many of the "issues" created by the App Pack 2 installation.</p> <p>iii. <u>Submitting Requests to Brian Hill</u> To keep Brian from being overloaded with work requests, all requests need to go through Dahlia in IT.</p> <p>iv. <u>Datatel timeline</u> We are testing migration to R18. The goal is to test through Thanksgiving vacation and then cut over. Data will be looked at the following Monday and Tuesday.</p> <p>Every computer that has Datatel on it will need to have the old version uninstalled and R18 installed. There will need to be significant coordination between I.T. at District and Technology Services at MJC in terms of handling the process of upgrading the Datatel client on the computers of those MJC employees who use Datatel.</p>		
<p>3. Follow-up of Items from previous meeting Agendas</p> <p>a. <u>Technology Plan - status</u> The Technology Plan will be posted on the Instruction web site. An email will be sent to everyone at MJC.</p> <p>We will wait to prioritize our goals within this Plan.</p> <p>It was suggested by Nancee Carrillo that we jazz the Plan up since we are a technology committee.</p>	<p>Look at the areas in the Technology Plan you are responsible for and notate what needs to be updated.</p>	All

<p>b. <u>Web Site Re-Design - update</u> The college has hired the company Interact. So far we've held one teleconference with them. The team will be coming October 11 and 12 to hold task group meetings, focus groups, and interviews. The team will come back later for student, community, and business focus groups.</p> <p>c. <u>Distance Education Plan - update</u> Columbia has hired a consultant to help with their DE Plan. Jim Clarke has not called a meeting for the MJC committee yet. It was discussed that maybe we also can hire a consultant.</p> <p>d. <u>Campus Computer Labs - selection of staff/software installation issues</u> Not all labs are staffed. When hiring lab staff, please include a Technology Services staff member on the hiring committee.</p> <p>e. <u>Technology Services Staffing - Network Analyst</u> We have not been cleared to hire a Network Analyst. Karen Walters-Dunlap has our request and will take it to the president for approval. In the meantime, a short-term contract person will be hired.</p> <p>f. <u>Coordinator of Distance Education</u> This semester Jim Clarke's position was been dropped to 80%. Next semester Tobin will work on changing this position back to 100% as it is important we have technical support available to our students and staff.</p> <p>g. <u>Streaming Server</u> This is on-demand streaming. Brian Hill is trying to get this running so faculty can upload their documents and convert files.</p>		
<p>4. New Items</p> <p>a. <u>Presidium Proposal</u> We are looking at a company named Presidium. This company provides 24/7 Technology help with WebCT-related questions. Presidium is capable of supporting students and faculty. We would only use this service after normal business hours. Tobin Clarke will provide the ITC with more information about the proposal at our next meeting or via email.</p> <p>b. <u>Blogging at MJC</u> This topic will be discussed at our next ITC meeting.</p>		

<p>Next meeting: Mon, Nov.19, 2007 3:00 – 4:00 Conference Room B</p>
