

Modesto Junior College
ITC Meeting Minutes
September 22, 2008
Approved Minutes

Present: Tobin Clarke, Jim Clarke, Felicia Osnaya, Ernie Medrano, Ellen Dambrosio, Dale Phillips, Nancy Backlund, Mel Ainsworth, John Chappell

Absent: Lawrence Scheg, Barbara Wells, Alex Cordova, Yoseph Demissie, John Zamora, Will Lotko, Joshua Hash, Nancee Carrillo

Recorder: Jennifer Ahlswede

1. Review of Minutes

Motion to approve by Ellen Dambrosio for the meeting on 4/21/08. Motion seconded by Jim Clarke.

Changes

There are no changes to the minutes.

2. Informational Items

a. Distance Education Committee

The Virtual Classroom Committee has disbanded; the California Brain Trust made an assessment to have this become part of the Curriculum Committee. The Distance Education Committee will be a work group under the Curriculum Committee. ITC is not changing; however, it will have a different title, maybe the Technology Committee.

b. Budget Committee

Jim Clarke has been asked to sit on the Budget and Planning Committee. Jim Sahlman has asked him to attend. This may prove helpful with funding projects we would like to get done.

c. Program Review

Some members of the Library and Information Technology Division plan to get together to go over the Program Review document. The Program Review document is the best way to obtain funding for departments and divisions, so this document will be modified to reflect what the Division does. Student Services has modified this document to reflect what they do, so this will be reviewed and taken into consideration when making changes to the Library and Information Technology Division Program Review document. This project will need to be completed as soon as possible.

d. Other Items

Dale has joined the Academic and Institutional Effectiveness Committee. He will help assess what the college has accomplished in terms of meeting its strategic goals. Once the measurements of success have been established, then the Institution must assess the degree of progress that has been made on meeting institutional goals. This is a top-level committee and he is the VTEA representative for Computer Science. The more cross-pollination across campus, the better chance we have to accomplish our goals.

3. YCCD – I.T. Issues – no representation from YCCD in attendance

a. Student Email

Tobin called a meeting regarding student email and problems that arose at the beginning of the semester. Tobin reports that at the District Technology Committee meeting, it was addressed that students weren't activating their accounts. We hadn't seen advertising to activate them. Susie Agostini worked on something to advertise this but ran out of money to publish it. We are meeting again this week. We are proposing to implement a date to stop using personal email for communication with students.

The Student Academic Council hoped that the Deans could get training on the new student email. Lab aides have been trained to help students learn how to activate their student email accounts. Faculty will be the ones that help drive this home. If they can't easily use it, it won't be used.

Yoseph is researching if Microsoft could help with creation of DNLs. We might look into using Microsoft Live as our primary source of email and no longer use Outlook. The problem now is that we don't have automated DNLs and have to import class lists from Excel. Columbia is using it, but their numbers are much smaller. When you have over 200 students, the process is more cumbersome.

Some faculty members are getting student email filtered out as spam, so this is a problem. Sky Drive is an option that students and faculty may want to consider when sending file attachments. If faculty had their own Sky Drive, then students can upload to the faculty Sky Drive. Sky Drive is currently only set up for students. However, if a faculty member signs up for a "Passport" via the Microsoft website, they will be able to set up their own Sky Drive.

When downloading the roster, the Excel download contains student's school email addresses, not their personal addresses, but most haven't activated their student email. The Excel download is from a separate server that is separate/distinct from ours. When you download it is being pulled off the separate server. When multiple servers hold data, they get pulled from multiple sources.

It is imperative that faculty buy into using student email. Student services want it fully deployed for communication related to the college. For those who don't want an additional email account, it can be set up to forward to your personal email. It has been recommended that we make student email part of the registration process. Pushing this will be hard.

Everyone is pushing this, but no one knows how to get it done. Students don't know about it. There is no accountability for the soft rollout. Some faculty members are not using their MJC email account because of the restrictions using Outlook, such as file sizes. Outsourcing begins to sound better when you have this type of problem. MJC email account sizes are not very big. Other schools have been looking at other options for less money and more capacity. Stanislaus State is pursuing a Google solution for their emailing needs.

The Student Academic Council hoped that the Deans could get training on the new student email. Tobin asked Yoseph to give a presentation to IAC. Tobin's waiting to hear from him when he'll be available to train and she'll check again with him to find out when.

a. Online Course Management System

We migrated to a hosted solution. Service Pack 2 was added about a week or two ago and everything seems to be working well.

i. System Updates & Patches – Yoseph not in attendance to inform

ii. Lockdown Browser – Jim

We've implemented the lockdown browser and a few faculty members are using it.

iii. Turnitin Integration – Jim

Turnitin Integration is \$1500/year for a district license. It might be suggested that Columbia pick up part of the cost. Ellen asked how this is different than merely submitting files to TurnItIn. Students currently have to submit files to Blackboard and again to TurnItIn. Integration would eliminate the need to do both.

iii. Presidium Help Desk Support – Jim

Presidium Help Desk Support would cost between \$20-40K a year to take over our help desk solution. Even if we went to this solution for only after hour use, it would still be \$30k.

4. Web Site Design Project: Update

There has been a new roll out date of October 15 for the new Web site. Jim and Tobin have been working together closely on this project. When it comes time to begin training on the new Web site, we might involve Dale. For now, we're behind schedule. Front Page will eventually not be supported, but for now, it is encouraged to migrate away from using it. Interact is currently writing new pages of content and the 750 pages contracted to migrate have already been done.

The pod design is looking great with the option to enter the Web site as a current student, prospective student, high school student, or community/business member. There are separate pods for Athletics, Library and the President, and the pods are moving along quite well.

OU is simple enough and training can be provided once the migration has occurred. We will run parallel for at least a year.

We interviewed for the new Front End Web Developer position last week. We selected an individual and offered them the position and dragged his heels for a week. He decided he couldn't afford to take the pay cut. We think he used our offer to upgrade his pay scale, and he stayed with his company. There were 15 applications, we narrowed to five, and interviewed three. We are now back to square one. We are considering an interim/short term appointment to fill this position. Even if it's interim, it would help Brian out and we can push the new Web Site sooner.

5. Other Items Discussed – Streaming Server

The streaming server is currently dead in the water. Brian has the service, but is not able to write the code. We can contract it out, put it out for bid, put in an RFP and get it done. Dale has been involved in chatting with Margo helping their technicians with Unidata. Dale can talk to Margo about the streaming server with a definable beginning and end and a budget put in place. Gina has a new procedure in place where a form must be filled out and jobs will be added to the queue and taken care of according to their priority.

John discussed the opportunity to get telecourses on Video on Demand. Jim encoded all the Sociology video classes. In order to get them on the server, a code needs to be written in order to stream. You need to have it encoded so it recognizes the streaming speed. There are other solutions to do this, such as outsourcing and using Amazon to stream. Jim wants to do it using MP4, but we may not be able to do it this way and just do it the quick and dirty way and use Flash.

Action Item:

- [Address issues with getting streaming server up and running](#)

WHO: Tobin, Dale

WHAT: Tobin to talk to Gina regarding what needs to be done to get the streaming server working. Dale will talk to Margo about the code and budget.

WHEN: -

5. Office 2007 – Felicia

The majority of our campus is using Office 2003, but we want to move them toward using Office 2007 by the spring semester. This way everyone will be prepped when the new version of Exchange is installed. It would be easier for everyone if they were all on 2007. We are asking people to request Office 2007 to be installed by submitting a request via work order. Not all division secretaries are running Office 2007. We are hoping to have people trained, if they want to. The committee could make a recommendation that the switch to using Office 2007 be required.

Some classrooms have 2003 and 2007 installed, however we are experiencing some issues with this. There are instructions in these classrooms, yet the issues still arise. It would be great to be using Office 2007 across campus. It is a problem to have them both on, so this is why we want to implement 2007.

There are nice features in 2007. Nancy Backlund is teaching it and her students appreciate it. The shortcut commands still work. Maybe we can ask what the top 20 things are that you do in 2003 that you must be able to do in 2007. It would be great to provide some sort of training, whether voice over or Jing training. With Jing, any time you want to record a screen capture, click the small orb, record it, send it to Jing and they upload it. There is no software for you to install.

Action Item:

- Campus-wide email to be sent out with instructions on requesting upgrade to Office 2007

WHO: Felicia

WHAT: Send out email with details on how to request Office 2007 via Helpdesk on the intranet

WHEN: -

On a similar note, there has not been any feedback on the operating systems installed on computers. We install what has been previously used. When new operating systems come in, we implement them as we go. Labs must request their operating system, and if they request Vista, we will install it if it is compatible with the programs in the lab, and if the systems have enough RAM to run it. Computers must have at least 2GB RAM to run Vista. There are no set parameters for a standard operating system for a staff/faculty member. When installing a new system, they complete a form with the Office 2003 or 2007 option with the default operating system being Windows XP. Unless you request Vista, you will not get it. Maybe by next spring, Vista will be the standard operating system on new installations.

5. Accreditation Issues related to Standard III: Technology Resources (handout provided)

This item on the agenda will be addressed at the next meeting, as time has run out. We need to discuss accountability and these issues. Please look at and brainstorm ideas regarding the handout and these issues:

- a. Technology Funding – Process and Procedures (#2)
- b. Wireless Network – Status (#3)
- c. Inventory & Tracking of Software Across Campus (#4)
- d. Training Opportunities (#5)
- e. Site Licensing (#6)
- f. Staffing Plan (#7)
- g. Communication Issues (#8)

ADJOURNMENT – 3:35 p.m.