



INSTRUCTIONAL TECHNOLOGY COMMITTEE MINUTES

September 10, 2007

Present: Mel Ainsworth, Nancee Carrillo, Jim Clarke, Tobin Clarke, Ellen Dambrosio, Will Lotko, Felicia Osnaya, Dale Phillips, John Zamora

Absent: Nancy Backlund, Alex Cordova, Yoseph Demissie, Margo Guzman, Josh Hash, Ernie Medrano, Lawrence Scheg, Barbara Wells

Minutes: Kim Schrader

<u>Discussion</u>	<u>Action</u>	<u>By</u>
<p>1) Approval of minutes from April 16, 2007 Approved as presented</p>		
<p>2) Ongoing Reports</p> <p>a. <u>Computer Replacement Update</u> Computers were replaced in labs that are planning to use Vista (EL 109 and LIB 116), smart classrooms, and in the instructors' offices who teach computer science and computer graphics. There was enough money to also purchase 15 laptops for divisions.</p> <p>b. <u>YCCD I.T. Issues and updates</u></p> <p>i. <u>IP-VCR Update</u> Josh Hash has trained nursing staff on IP-VCR. Some have decided to use it this semester.</p> <p>ii. <u>Student Email Accts. – status report</u> There have been two groups selected to pilot test the student email. Emails and instructions will soon be sent to these groups.</p> <p>iii. <u>WebCT/Blackboard</u> There seems to be some issues with the Application Pack 2 upgrade. I.T. has made two attempts to get it running. Edward Berner is working on completing the upgrade to App Pack 2 sometime in the next few weeks once he has worked out the bugs. A District WebCT custom log-in page is being created. It will take one click instead of two to get to. Respective resource information for each college will also be available from this page as well as information common to both colleges that might be beneficial to online students. A sub-committee of VCC is working on deploying the custom login page sometime this semester.</p> <p>iv. <u>Improving/facilitating Communication between MJC & District I.T.</u> We have three technology departments in our district: District, MJC, and Columbia. There are faculty members going directly to District with their requests instead of through their respective college. This creates confusion as the District may not have all the facts about how the colleges are set up and what programs they are running. Communication is the key and we need to work together. It was discussed that someone from MJC should attend District meetings. Tobin, Felicia, and Gina may be able to meet together.</p>		
<p>3) Follow-up of Items from previous meeting Agendas</p> <p>a. <u>Tech Plan – status</u></p> <p>i. <u>Prioritizing of Goals</u> We need to create a committee to set priorities for the goals we have already made in the Technology Plan. This will allow us to spend money wisely when it becomes available. It will be important to look at the Strategic Plan while doing this.</p>	<p>i. Review your part of the Technology Plan and come up with priorities</p>	All

<p>Most of the money for technology comes from TTIP and this money has been shrinking with each passing year. The Strategic Plan needs to address the long term funding requirements for the support of technology on campus.</p> <p>b. <u>Web Site Redesign – Update</u> The Web Site Redesign Committee held a conference call with Interact Communications. They will soon come out to help us get started on our redesign. They propose we come up with a new brand, or look, for an initial additional cost of \$20,000 (this is in addition to the current bid price for the web re-design project). They also suggest using the POD (People Oriented Design) system in which we are paying for four PODS.</p> <p>c. <u>Curriculum Management Software – Update</u> Tobin and her committee have completed their part of the responsibility which was to research and propose a company. She has passed it off to Karen in the Instruction Office.</p> <p>d. <u>Distance Education Plan – Update</u> This committee hasn't met yet. Felicia has agreed to serve on this committee.</p> <p>e. <u>Student Response Systems – Campus Standard?</u> Is it possible to have a standard Student Response System (such as I-clicker) for all classes to use? Jim is working with Suzi Corman (adjunct faculty) to investigate the options in cooperation with Technology Services. Mel Ainsworth agreed to assist Jim in the evaluation process.</p>	<p>d. Ask John from Media Services about being on the Distance Education Plan Committee</p> <p>e. Jim will contact faculty who are using a Student Response System to obtain feedback. Mel Ainsworth will assist Jim.</p>	<p><i>Jim</i></p> <p><i>Jim</i></p>
<p>4) New Items</p> <p>a. <u>Campus Computer Labs, selection of staff/software installation issues</u> We have 67 labs with a total of 1,200 computers at MJC. There are six Technology Services staff members assigned to take care of the technology issues that come up in them.</p> <p>b. <u>Technology Services Staffing – Software/Network Analyst</u> We are one staff member short in Technology Services. Tobin is working with Diane in HR to fill the position. Technology Services has set cut-off dates for people to inform them of software installation needs in labs. The dates are November 15 for spring, March 15 for summer, and July 15 for fall. It was decided that no change needs to be made to these dates.</p> <p>c. <u>Coordinator of Distance Education – loss of re-assigned time</u> Jim has been re-assigned from 100% to 80%. He will not be working on Fridays. Tobin and Jim will meet with Karen in the Instruction Office next week regarding this.</p>		
<p>Meeting adjourned at 4:40</p>		

Next meeting:
Mon, October 8, 2007
3:00 – 4:00
Conference Room B