<div align="center">

Modesto Junior College
CTC Meeting Minutes
August 14, 2012

Approved Minutes

</div>

Co-chairs: John Zamora, Nadia Vartan

Present: Yoseph Demissie, Michael Smedshammer, Leslie Collins, Dale Phillips, Nadia Vartan, John Zamora, Carol Ellis, Ellen Dambrosio, Arnold Chavez, Nancy Backlund

Absent: Josh Hash, Larry Scheg, Pedro Mendez, Michael Guerra, Laura Maki, Mel Ainsworth, Francisco Banuelos, Will Lotko, Michael Sundquist, Scotty Gonser, Shamiran Pourelyas, Timothy Vaughan, Pamela Aguilar, Jenni Abbott, Shelton Patterson

Approval of Agenda
Ellen moved to approve the agenda, Dale seconded. The agenda was approved without objection.

Approval of Minutes
The committee reviewed the minutes from the meeting held on July 10, 2012. Ellen moved to approve the minutes, Dale seconded. Without objection, the minutes were approved.

Spring 2012 Survey – Follow-up Survey
Nadia is still waiting for the first survey results from Jenni. Once she receives the survey, she will use the list from those results to create a new survey regarding specific trainings to be offered on campus.

> **Action Item:**
>
> - Create second survey regarding training
>   **WHO: Nadia Vartan**
>   **WHEN: By next meeting**

Staff Development Web site – Technology
The staff development Web site is currently under construction, but there is a link off the Professional Development Coordinating Committee's Web site which links to our technology training site: http://pdcc.sites.mjc.edu/technology.html.

The question was raised as to why the main PDCC site and the PDCC technology training sites are on different Web pages. Most of what PDCC will train on relates to technology, so shouldn't the sites be one and the same? We can bring forward this issue to the PDCC group and ask their insight on this question. Mike Smedshammer will bring this issue up at the next PDCC meeting and report back to the group.

> **Action Item:**
>
> - Discuss the PDCC staff development Web page vs. technology staff development Web page
>   **WHO: Mike Smedshammer**
>   **WHEN: At next PDCC meeting**

Ellen asked where we should be directing new employees for training opportunities. It would be ideal for one Web site for all trainings offered. Nancy agreed that we should address the issue of centralizing trainings offered on campus. Yoseph suggested the possibility of all trainings be available through Title V since they are required to track them.

<div align="center">

1

</div>

Leslie showed an example of a college who has centralized their trainings offered to the campus on one Web page. The trainings could be sorted by date in a calendar view or offerings by a list view.

If all trainings are centralized to one Web page, our technology page would be a resource page, not a training page.

The training site should be easy to use, simple to find and read and centralized so no double work is needed (maintaining separate training sites) and minimize confusion to the end user.

Technology Institute Day
There is a meeting scheduled on Monday, August 20, to discuss the potential ideas for a technology centered Institute Day. Some ideas for the day included a tour of Glacier Hall to present Show and Share and to use the results of the survey as a guide to what staff and faculty would like to learn. Leslie mentioned having a hands-on portion on the actual day. Dale said we should ask staff and faculty, "did you know …" then offer trainings on the topic, such as connecting via remote desktop. It would still be great to do a technology give-away, such as an iPad. Ellen was wondering if Jenni was able to get the Foundation to donate one.

Campus Technology 2012 Conference Report
Leslie Collins, Mike Smedshammer, Yoseph Demissie, Jenni Abbott, John Zamora and Francisco Banuelos attended the Campus Technology 2012 Conference in Boston this year. This always provides great insight as to what other campuses across the country use in regard to technology in the classroom.

One of the highlights Leslie learned was about flip classrooms. In these face-to-face classrooms, students work on their homework assignments in the physical classroom and participate in the lectures online. This allows for the instructor to assist students in their classwork as they come prepared to work already having participated in the lecture online. She plans to try this with at least one class in each course she teaches this semester. John Zamora has done this before. He had his students work on the programming during their class and do the lecture and reading outside class.

Mike enjoyed learning about many of the free online tools available to instructors and students. Join.Me is a desktop sharing tool where you can view the desktop of another user and help them troubleshoot/learn remotely from your computer. This is a free tool, but Yoseph mentioned there is a pay-up version which allows a third person to join which can be helpful in troubleshooting.

Yoseph noticed there was a large emphasis on distance education. Mobile learning enables users to access their classes no matter what device they decide to use (iPad, smart phone, etc.). Virtual desktop is also being successfully used on some campuses. For example, one institution used vMware on a campus with 37,000 users.

John noticed the only LMS vendor at the conference was Canvas. Moodle and Blackboard were not represented at all, which he found interesting.

Other
The topic of online textbooks came up and how many faculty members are using online books in their courses. Leslie mentioned about a third of her students use an online book for her classes. Arnold said about a third of the textbooks sold in the Bookstore are rentals. Most face-to-face classes seem to prefer a hard copy of the book. One drawback to an online textbook is you cannot sell it back. All the comments you make using an online book go away after 180 days.

John said there has been a recommendation made for CTC to become a council. This has not been approved yet. If it is approved, we will need to revise our charter.

There is also a seat available on the College Council for a representative from our group if someone is interested.

We will continue to meet on Tuesdays during the Fall semester. We will meet the first and third Tuesday of each month from 2:30-4pm in Forum 108.

Ellen asked if anyone at the college designs apps. At this point, we do not have an app developer and we are not creating mobile apps, but we are looking at options for the Web site to work on all mobile devices.

Microsoft will be offering a cloud solution for their users to use their Office products online. They will charge around $2-3 per student and $4-6 per faculty member.

Next Meeting: Tuesday, September 4, 2012, at 2:30 p.m. in Forum 108.