

**Modesto Junior College**  
**CTC Meeting Minutes**  
**March 6, 2012**  
**Approved Minutes**

**Co-chairs:** John Zamora, Nadia Vartan

**Present:** Pamela Aguilar, Ellen Dambrosio, Jenni Abbott, John Zamora, Will Lotko, Yoseph Demissie, Carol Ellis, Nadia Vartan, Scotty Gonser, James Clarke, Nancy Backlund, Michael Smedshammer, Nora Seronello

**Absent:** James Palmer, Josh Hash, Larry Scheg, Michael Sundquist, Pedro Mendez, Shelton Patterson, Timothy Vaughan, Michael Guerra, Laura Maki, Francisco Banuelos, Dale Phillips, Arnold Chavez, Mel Ainsworth, Shamiran Pourelyas

**Approval of Agenda**

The committee reviewed the agenda and with no objections or additions, the agenda was approved.

**Approval of Minutes**

The committee reviewed the minutes from the meeting held on February 21, 2012. Ellen Dambrosio moved to approve the minutes and Will Lotko seconded the motion. The minutes were approved.

**Update on Survey Questions**

The committee reviewed the survey created to address action item 1.1 in the Technology Plan. The survey was kept short and simple. This survey is specifically asking individuals if they are interested in providing training. It was suggested that we add a box for "Software" and a box for "Other" so that if an individual can provide training on something not listed, they can list it in the "Other" section. This survey will be distributed after the results from the survey covering action items 1.3-1.4 are tabulated.

For the survey addressing action items 1.3-1.4, it was suggested we combine the Microsoft software items in question 7; add screen casting, MediaShare, Windows 7, Web 2.0 and Other to the software list. Relating to the hardware list, it was suggested to add tablets and slates to the line referring to the iPad.

Once these surveys are finished, we would like to send them to Michelle Marquez at the Center of Excellence to create the online surveys for us. Nora will talk to Michelle about the surveys and how to distribute them. The committee would like them distributed by the third week in March. We will discuss the timeframe at the next meeting.

**Action Item:**

- Make above mentioned changes to the survey addressing action items 1.1 and 1.3-1.4 and send surveys to Nora.

**WHO: Ellen Dambrosio and Nadia Vartan**

**WHEN: By next meeting**

**Distance Education Plan**

Jenni said the DE Advisory Committee drafted the Distance Education Plan based on how we drafted our Technology Plan. Page 11 of the DE Plan shows a graphic of the structure desired for Distance Education. The process of writing the plan was very thorough and a great deal of investment was made. Nora has been working hard at providing statistical data to include in this document. This plan draft will be going out to all campus constituency groups. The document can be found on the DE web page at: <http://www.mjc.edu/current/studentservices/waystolearn/distanceed1.html>. Your feedback is requested.

The timing of this plan is very difficult. We are asking for an additional \$450k in a time of budget crisis. However, this funding is imperative to support the new structure of Distance Education at MJC. A few encouraged Jenni to include considerable statistical data supporting the importance of the DE structural plan.

John Zamora mentioned that page 30 of the document has some incorrect information. He will make changes and send it to Jenni.

#### Action Item:

- Correct items on page 30 of the Distance Education Plan and send to Jenni.

**WHO:** John Zamora

**WHEN:** As soon as possible

A new LMS was presented to a few of us last week. The Web site [www.instructure.com](http://www.instructure.com) has an LMS called Canvas. Take some time to visit their website and check it out and build your own class for free. The CTC can make a recommendation after doing a demo and cost analysis. Canvas is cleaner, faster and more robust than anything Jim Clarke has seen. We will need to look into getting support from Columbia if we want to move this route.

It was asked if Canvas allows other services, such as Student Services. The team from Canvas seems interested in trying to provide services such as this using their tools, but at this point, it has not been done. They are an inventive group of individuals who seem interested in tackling our requests and making a solution work for us.

The next step in researching the use of Canvas is to find a group of instructors willing to host their class strictly through Canvas. We will then survey the instructors and students. We also need to check if Canvas can work with Datatel.

#### Other Items

John Zamora showed the committee a website called [www.udacity.com](http://www.udacity.com). At this site, you can register for free courses, some of which you can receive a certificate. These classes are open to anyone. The courses do have weekly assignments, so it's not the type of class you can sign up and do at your own pace. There is a defined start and stop date. They offer these courses for free because they sell your contact information.

The College Administrative Council is now called the College Management Council.

Nadia and John met with Brian Sanders regarding the programming of PRNet to allow CTC access to rank technology related funding requests. We will get the necessary fields in PRNet. CTC will need to work on the verbiage for these fields.

In regard to the one-time funds distributed to various groups on campus, it would be nice to know who received funds, how much and why. We believe our ranking process did have an effect on what was funded and what was not. Some of the one-time funds were frozen due to the budget situation.

Ellen showed the committee her "Library Tips & Tricks" blog at [www.mjc.librarytipsandtricks.wordpress.com](http://www.mjc.librarytipsandtricks.wordpress.com). You can enter your email address and become a follower. Yoseph mentioned that our MJC site has the capability of hosting a Wordpress site.

Jim Clarke and James Palmer met with Josh Sigman, our Front End Web Developer, to work on the staff development site. There will be a portion of that site regarding technology staff development. It was suggested maybe a couple people from Nadia's Technology Services group could manage that portion of the site. Nadia and Yoseph will discuss this. Nadia will work on content and give it to Josh Sigman.

**Action Item:**

- Nadia and Yoseph discuss the technology staff development Web site and develop content to provide to Josh Sigman.

**WHO: Nadia Vartan**

**WHEN: No date discussed**

**Next Meeting:** Tuesday, March 20, 2012, at 2:30 p.m. in Forum 108.