

Modesto Junior College
CTC Meeting Minutes

May 8, 2012

Approved Minutes

Co-chairs: John Zamora, Nadia Vartan

Present: Carol Ellis, Scotty Gonser, Nadia Vartan, Michael Smedshammer, Pamela Aguilar, Leslie Collins, Dale Phillips, Ellen Dambrosio

Absent: James Palmer, Josh Hash, Larry Scheg, Michael Sundquist, Pedro Mendez, Shelton Patterson, Michael Guerra, Laura Maki, Mel Ainsworth, Yoseph Demissie, Francisco Banuelos, Jenni Abbott, Will Lotko, John Zamora, Nora Seronello, Nancy Backlund, Arnold Chavez, Shamiran Pourellyas, Timothy Vaughan

Approval of Agenda

We need to discuss the Technology Institute Day ideas. This item was added to the agenda. The agenda was then approved without objection.

Approval of Minutes

The committee reviewed the minutes from the meeting held on April 24, 2012. Ellen moved to approve the minutes. Dale seconded the motion. Without objection, the minutes were approved.

Staff Development Website

Nadia is the administrator for the new Staff Development Website:

<http://staffdev.sites.yosemite.edu/technology.html>. Nadia will be collecting information from the Media and Technology Services groups to add to the site. Content is important, so email Nadia and Jennifer Ahlswede with content you would like to see added to this page.

Some of the things mentioned at the last meeting to be added to the page were:

- Video trainings
- Handouts from other trainings offered on campus
- FAQs
- Feedback
- Documents (Tech Plan, DE Plan, surveys, etc.)
- Grants/opportunities
- Current news/trends
- HelpDesk/TrackIt
- Glossary
- Technology expert page (contact X for Outlook problems, Y for Excel questions, Z for OmniUpdate help, etc.)

Leslie mentioned there are some great video archives found at the @One website. She will send a link to Nadia and Jennifer as potential resources to add to the site.

Action Item:

- Send @One video trainings/seminars to Nadia and Jennifer.

WHO: Leslie Collins

Another new idea to include on the Staff Development Website was a link to the MJC Facebook page and the District Facebook page. Ellen said all social media should have links on this page, such as Facebook, Twitter and LinkedIn accounts.

We need a place on the site for people to post trainings and seminars they have heard about or will be attending. It would be great to have a place for recommended readings, such as books, articles, blogs, etc.

Something to keep in mind is meeting ADA requirements when posting videos. This will be an issue to look into as the site is further in development.

Technology Institute Day

Since the Fall Institute Day is fast approaching, we discussed having a Technology Institute Day in correlation with the Spring Institute Day in January 2013. If we offer trainings, it's always a good idea to offer Flex for the sessions.

It was discussed that the current format of Institute Day (four hours) may be something we could ask to be changed. We may want to request a two hour business meeting followed by a two hour opportunity for technology trainings. We could also share this time with another division, as divisions usually rotate responsibility for the format of the Institute Day program. It would be interesting to find out who is responsible for Spring Institute Day.

Since Allan McKissick is responsible for faculty development, we should provide the below list as potential opportunities for faculty to receive training:

- How to use the new Smart classrooms
- iPads in the classroom (bring your own device)
- Library resources
- Social media (blogging, Facebook, Twitter, Google+, etc.)
- Apps (mobile apps on multiple devices)
- Office 2010 (possibly separate out Excel from the other programs)
- Windows 7 (some features of Windows 7 can be done without special software, such as Jaws)
- Accessibility (captioning, text readers, sound devices, maybe partner with DSPS)
- Adobe CS6
- Resources available (MediaShare, site licenses, technology at MJC, file storage, etc.)

We could also consider having a vendor faire with representatives from Barnes and Noble, Best Buy, Verizon, Blackboard, Smart, etc.

We should pursue gifts to give out as incentives for participating.

Next Meeting: Tuesday, July 10, 2012, at 10:30 a.m. in Forum 108.