

CUYAMACA COLLEGE

INSTRUCTIONAL TECHNOLOGY COUNCIL

February 20, 2004
1:30 - 3:30 p.m., Room E103

Minutes

Present: Ted Chandler, Henry Eimstad, Connie Elder, Scott Eckert, Susan Haber, Diane Kew, Pat Newman, Larry Sherwood, Dennis Simms, Barbara Takahashi, Beth Viersen, Kari Wergeland and Jerry Williamson

1. **Welcome and Review of Minutes** – Connie Elder opened the meeting and distributed the Minutes of the December 12, 2003 meeting for approval. Motion: That the Minutes from the December 12, 2003 meeting be approved. Motion made by: Larry Sherwood. Seconded by: Susan Haber. Minutes were voted on and approved unanimously.
2. **Committee Reports**
 - a. **Technology Plan** - Larry Sherwood reported that the total of all new Priority 1 items is \$78,000, but the other priorities are not completed yet. The committee expects to complete ranking all priorities next Wednesday at their next meeting.
 - b. **Policies and Procedures** - Rik Barnes is out on sick leave after surgery, and there were no other members from this committee present to report anything.
 - c. **Online Learning** – Susan Haber reported that the new 3-year UF Contract was put into place. However, for the first time, the Reassigned Time Incentive for instructors who are teaching their first online class was allowed to die, and was not negotiated into the contract. It was done without any input from the Online Learning Committee at Grossmont College, Cuyamaca College, Connie Elder or any other online faculty members. Connie added that immediately faculty members on both campuses who were planning to offer online classes in the Fall Semester decided not to offer them. This is a disturbing turn of events, as enrollments need to be boosted, and the online classes fill up quickly. It was explained that part of the reason was an attempt to preserve health care benefits, and that the District had proposed that each employee contribute \$200 per month for benefits. This was one of the things they needed to "give up" to preserve the health care benefits. Larry Sherwood asked if this could be saved outside of the contract. There was some consideration given to the possibility of stipend money being used for this.

Susan said that each committee member has spoken personally with the union people, and Susan spoke with the union president who said that since the union representatives did not speak with anyone who is actually teaching online, they didn't realize the impact it would have. Connie suggested that the Online Committee put together a statement,

bring it to this group for review and support, and then the ITC could send it on to the Innovation and Planning Council. She also suggested that the committee contact the chair of the Online Committee at Grossmont College, and attempt to join their efforts.

They also discussed improved ongoing communication with the Counseling Department about the nature of online learning and the kind of student who should be taking online classes, and issues surrounding orientation. Susan invited Henry Eimstad to attend the meeting for March, 2004. They continued to work on the *Standards of Good Practice*.

3. **Non-Instructional Requests & Technology Plan Committee** - Connie Elder stated that the Tech Plan Committee is an instruction technology plan committee. Over the years it has evolved into a structure that takes direction from the Academic Master Plan Committee. That committee restricts their constituency to academic departments. There are departments that support instruction which do not funnel through Academic Master Plan, but have wanted to appeal for funding through the Technology Plan. This committee has been puzzled for a couple of year to know how to handle this. Should Block Grant funds be used to try to fund Disabled Student Services or Counseling? The criteria used for Academic Master Plan is different from criteria used for Student Services. Including non-traditional instruction needs will require a change in the decision making criteria and process. The Tech Plan Committee discussed it, and Cristina Chiriboga and Connie Elder conferred as well. They feel that taking this issue to Innovation and Planning Council for clarification on the entire planning process is what is needed. Historically, Student Services has not had a planning process that parallels the academic process. Discussion among this group ensued and it was agreed to refer the issue to Innovation and Planning for discussion. Beth Viersen asked how she could have input into that discussion and Connie suggested she make an appointment with Cristina Chiriboga. .
4. **District IS** - Henry Eimstad said that Kathryn McKinsey at the State left him a voice mail that, though she didn't have complete approval, they were proceeding to endorse two DS3 pipes - one at GC and one at CC for 45 mgs. This will be a direct connect for CC, so we won't be going through GC.

Regarding video conferencing equipment, the replacement equipment will have technology underlying it that will be different. It will provide reliable videoconferencing between the 3 sites and other community colleges.

Henry reported that we are nearly ready to upgrade the Library web interface with a Section 508 Compliant system called iLink.

Our spam filter, Pure Message, is working well.

We are installing a new version of Resource 25 to the instructional and business offices. It includes a web viewer, which enables you to see all the events on campus.

5. **Teaching & Learning Center** - Rik Barnes was not present to give a report.
6. **Web Site** - Rocky Rose was not present to give a report.

7. **Cuyamaca Network** - Neither Steve To nor Joe Souza were not present to give a report.
8. **ICAC Report** - Connie Elder had nothing to report that would add to what Henry Eimstad had reported.
9. **Other** - Larry Sherwood inquired about a video conferencing system that will allow instructors to sit in their office at their PC and participate in a conference. It involves a website where you can share documents by PowerPoint plus an audio conference if you want people involved in it. It came out and was published a year ago. The whole system can be on the network and entire departments can have meetings. Henry will send some information about the web site to Debi Miller who can forward it to the rest of the committee.

Meeting adjourned at 3:00 p.m.

CC:bt

cc: David Agosto
Gerri Perri, Ph.D.
Marie Ramos, Ph.D.
Arleen Satele

Pat Setzer
Al Taccone, Ph.D.

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**CUYAMACA COLLEGE
INSTRUCTIONAL TECHNOLOGY COUNCIL**

**March 12, 2004
1:30 - 3:30 p.m., Room E103**

Minutes (Revised)

Present: *Cristina Chiriboga, Connie Elder, Henry Eimstad, Susan Haber, Diane Kew, Pat Newman, Larry Sherwood, Dennis Simms, Beth Viersen, Madelaine Wolfe, Pei Hua Chou, David Detwiler, Brian Nath, Rocky Rose, Steve To, Joe Souza, Dennis Simms*

Absent: *Scott Eckert, Jose Villarreal, Steve Weinert (removed himself), Bob Akers, Rik Barnes, Ted Chandler, Yvonne Powell, Kari Wergeland, Tony Zambelli*

Recorded By: *Debi Miller*

1. **Welcome and Review of Minutes** – Motion to approve minutes by Larry Sherwood, seconded by Pat Newman. The minutes were approved as submitted.

2. **Reports of Committees:**

Technology Plan: Larry Sherwood distributed the Technology Plan for 2004-2005 to the group. L. Sherwood highlighted the additional third bulleted item on the Executive Summary to wit combining the Policies & Procedure Committee and the Technology Plan Committee. **Action:** C. Chiriboga directed L. Sherwood to e-mail the President's office for the appropriate form to start the process through the shared governance system.

In addition, the guidelines were adjusted to include bulb costs for projectors and a separate category was created for the purchase of this item on the Tech Plan. Also, replacement furniture needs to be requested through the Academic Master Planning budget process. C. Chiriboga inquired to the time lines for lab upgrades and the Technology Plan Committee was tasked with submitting a sketch of tentative/preliminary timelines for these upgrades. **Action:** L. Sherwood will follow-up on this matter with the Instructional Technology Council.

The group unanimously approved the Technology Plan and Proposal.

Policies and Procedures: Rik Barnes is out on medical leave and will update the group on his return.

Online Learning: Susan Haber distributed the proposed resolution from the Online Learning Committee for discussion and review. The group suggested a few minor changes to the resolution and a vote of faculty members (Dave Raney, Larry Sherwood, David Detwiler, Pat Newman, Susan Haber, Diane Kew, Connie Elder,

Beth Viersen) was taken and the resolution was endorsed by the Instructional Technology Council. **Action:** C. Chiriboga will forward this resolution to negotiations, and the Online Learning Committee was tasked with submitting a copy of the revised resolution to Dr. Brad Phillips and United Faculty.

C. Chiriboga added that 29 on-line classes are being offered as part of the Fall schedule, which is an addition of 14 sections from the same time last year.

3. Women in Technology Report:

C. Elder briefed the group on her recent attendance at the Women In Technology workshop.

4. ICAC:

Information on ICAC will be covered in the District reports.

5. District IS

IS Status: A virus filter has been integrated into the front end of our e-mail system. No formal announcement was made, but if you see the PMX.virus indicator on your message in your inbox, this indicates the system has detected a virus on an incoming e-mail and has refused it and left a message indicating this occurrence. You can essentially delete this e-mail. The actually e-mail is undeliverable and only a notification of the found virus is communicated to the user. H. Eimstad and B. Nath would like input from the group whether this PMX.virus notification should appear or not. The group consensus was to leave the process as it is.

Office 2003 will be installed first through the IS department and they will evaluate the software. R. Rose inquired to an update on the Front Page 2003. B. Nath and H. Eimstad were tasked with follow-up with R. Rose on this matter.

B. Nath informed the group that IS was pursuing purchasing "access points" as a pilot program on the Cuyamaca College campus specifically for enrolled students, staff and faculty having access to internet only.

Student/Instructional System Update: H. Eimstad reported they were in the final stages of negotiation concerning this system, and would be presented at the April Board meeting.

Plagiarism Software. This matter was not discussed.

L. Sherwood added the inclusion of *ebooks* to our library system to include 1800 books integrated into an on-line catalog to support on-line learning.

6. Teaching & Learning Center:

Help Desk Phone: The help desk is now covered on M-Th 8-1 and Sat 9-1. P. Chou reported that she is working on having coverage for Monday afternoon, all

other day time hours are covered by existing staff. Dave Soto is available T and TH pm. Office Hours. P. Chou indicated the Help Desk Office Hours would be posted on the door.

Training Schedule for 2003-04. Eleven training sessions have been scheduled in the LRC this semester.

Faculty Survey.

Current Projects.

P. Chou added for the group to forward any input concerning ~~library~~ technology-related matters to her.

7. Web Site.

R. Rose reported the following:

- 27 new faculty website
19 adjunct included
- 38 updated websites
- 15 e-mail accounts set up
- 6 front page training sessions scheduled this semester
- Work on putting dinner dance reservation forms on-line
- The United in Memory Quilt website is linked with ours
- The 2nd 8 week classes are listed on our website
- Summer class schedule is loaded and running
- Foreign Language website is 508 compliant

J. Reed informed the group of the upcoming On-Line Class being offered during the 2nd 8 week classes to faculty under ED299 to teach them about on-line teaching. Part of the class will be taught on-line and there are three face-to-face classes scheduled on 4/2, 4/23 and 5/21. A district-wide e-mail will be sent informing the campus next week.

8. Cuyamaca Network.

S. To reported they have completed moving the student instructional data from the old server to the new one and working with IS on this matter. He added that Supervised Tutoring has been set up in the LRC. The TLC has all new computers and loaded with the new Office 2003 software. There is a new G5 Mac in the TLC that is up and running. C. Elder added that a new DSL has been added.

9. Other. None.

Meeting adjourned at 2:50 p.m.

cc: David Agosto Pat Setzer
Gerri Perri, Ph.D. Al Taccone, Ph.D.
Marie Ramos, Ph.D. Arleen Satele



C U Y A M A C A
· C O L L E G E ·
LEARNING FOR
THE FUTURE

INSTRUCTIONAL TECHNOLOGY COUNCIL

MINUTES OF MEETING –

A regular meeting of the Cuyamaca College Instructional Council was held on _____ in Room E103.

Members Present: Akers, Barnes, Chandler, Chiriboga, Chou, Detwiler, Eimstad, Elder, Eckert, Haber, Kew, Nath, Newman, Powell, Raney, Rose, Sherwood, Souza, To, Viersen, Villarreal, Weinert, Wergeland, Wolfe, Zambelli

Members Absent: i

Guest:



Agenda Item

Discussion

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- 1. Approval of Minutes**
 - 2. Reports of Committees**
 - 3. Women in Technology Report**
 - 4. ICAC**
 - 5. District IS**
 - 6. Teaching & Learning Center**
 - 7. Web Site**
 - 8. Cuyamaca Network**
 - 9. Other**

CUYAMACA COLLEGE

INSTRUCTIONAL TECHNOLOGY COUNCIL

April 16, 2004
1:30 - 3:30 p.m., Room E103

Minutes
(Revised)

Present: Cristina Chiriboga, Pei Hua Chou, Henry Eimstad, Connie Elder, Susan Haber, Brian Nath, Dave Raney, Larry Sherwood, Dennis Simms, Barbara Takahashi and Kari Wergeland

1. **Welcome and Review of Minutes** – Connie Elder opened the meeting and distributed the Minutes of the March 12, 2004 meeting for approval. Motion: That the Minutes from the March 12, 2004 meeting be approved, as amended. Motion made by: Susan Haber. Seconded by: Larry Sherwood. Minutes were voted on and approved unanimously.
2. **District IS** – Brian Nath reported that we are moving to a new e-mail system, Exchange 2003. This will require converting everyone from the existing domain.

Dennis Simms reported that Rex Garner and he completed the testing on the videoconferencing equipment. It is working between the 3 sites and for other sites, as well.

3. **Committee Reports**

- a. **Technology Plan** - Larry Sherwood made additional copies of the Technology Plan available for anyone who wanted it. Since the committee completed its work they have learned that the Title III grant has funds for 33 computers for faculty offices. They will research this issue and identify which computers will be purchased with the funds available. The faculty members receiving these computers must have some direct/indirect effect on the success of students at risk.

The Council is looking into our practice of having lab upgrades come through the Technology Plan.

- b. **Policies and Procedures** - Cristina Chiriboga reported that the Policies and Procedures Committee will be folded in with the Technology Plan Committee. The Academic Senate will review it, and there will be one more meeting before action is taken.
- c. **Online Learning** – Susan Haber reported that the committee met today. They discussed student evaluations of online faculty. They decided to have it be a topic for Staff Development for Fall 2004. They will also develop a handout for faculty members showing the best practices for evaluating online classes. They will also include the component of the *Standards for Good Practice*.

The Online Committee also discussed hybrid/blended courses and was asked to propose key questions to assist in the determination of giving approval to offering a class in this format. The final procedure for scheduling approval is still under consideration by the Curriculum Committee and other shared governance groups (Instructional Council).

UF representatives attended the meeting. Communication is expected to be kept more current in the future.

4. **Instructional Computing/Technical Training Support Services** – Pei Hua Chou stated that between illness and vacations, the whole department is out today. She proposed postponing this report. It was agreed to by all.

Meeting adjourned at 2:40 p.m.

CC:bt

cc: David Agosto
Gerri Perri, Ph.D.
Marie Ramos, Ph.D.
Arleen Satele

Pat Setzer
Al Taccone, Ph.D.

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CUYAMACA COLLEGE

INSTRUCTIONAL TECHNOLOGY COUNCIL

May 14, 2004
1:30 - 3:30 p.m., Room E103

Minutes

Present: Rik Barnes, Cristina Chiriboga, Ted Chandler, Ed Cline, Scott Eckert, Henry Eimstad, Connie Elder, Susan Haber, Brian Nath, Pat Newman, Rocky Rose, Larry Sherwood, Joe Souza, Barbara Takahashi, Steve To, Kari Wergeland and Madelaine Wolfe

1. **Welcome and Review of Minutes** – Connie Elder opened the meeting and distributed the Minutes of the April 16, 2004 meeting for approval. Motion: That the Minutes from the April 16, 2004 meeting be approved, as amended. Motion made by: Kari Wergeland. Seconded by: Larry Sherwood. Minutes were voted on and approved unanimously.

Note: The committee was informed by Barbara Takahashi that the recording device (Nancy Perry's) would no longer record; nor does the back-up device (Nancy Asbury's) work either. It was suggested by a committee member that a recording device for this committee be included in next year's Technology Plan.

2. **Committee Reports**

- a. **Technology Plan** - Larry Sherwood stated that this committee has completed the process of selecting 33 faculty members to receive new computers funded by the Title III Grant. They have forwarded the names to Maria Mendoza, Title III Coordinator, who will work with the faculty members concerning students at risk. The PRs will be cut this week and installation will be coordinated between the faculty members and the IS Department.
- b. **Policies and Procedures** - This committee has been folded into the Technology Plan Committee and will no longer appear as a separate committee.
- c. **Online Learning** – Susan Haber reported that the committee met this morning with Beth Appenzeller, Associate Dean of Admissions and Records. The committee voiced concerns about registration, and informed Beth that the dynamic schedule needs to reflect that it has reached its maximum, but could re-open before the priority wait list. Also on the dynamic schedule there is a column called "Notes". The Notes column will change, and the details of it will be under discussion.

They also discussed student evaluations of online classes. Faculty who will be evaluated will be given a window of time within which the evaluation will take place. They should also be given a chance to review the form.

The Office of Instruction will send a note to online faculty members to encourage students to participate in the student evaluation. The online faculty could also do an informal survey, as well.

3. **ITC Follow-Up** - It was discussed that there is a need to develop a resource list for the blended/hybrid classes. *Blended* is the better term. Additionally, the Office of Instruction drafted a memo to Chairs and Coordinators, requesting first-time teachers of online courses to answer questions about the decision to present this course as a blended course, and to give background and experience with online instruction.

Online Learning will offer 2 staff development sections in Fall 2004: (1) Susan Haber will present Incorporating Online Elements into Traditional Classes, and (2) Rik Barnes and Madelaine Wolfe will present on Student Evaluations.

Grossmont College Online Learning Committee asked if our committee would be interested in joining with them to discuss a distance education plan - specifically contract items, scheduling degrees, etc.

ED299 Report – Ed Cline (Humanities) shared that he took the course that Jodi Reed is teaching. He noted several factors that impressed him about being an online instructor:

- The deep commitment of the instructor – very labor-intensive
- The technology necessary to teach it – WebCT and BlackBoard
- That teaching Humanities online would actually be a good idea

Issues are:

- Accessibility – Is the container accessible? Many students who take online cannot take traditional courses. To meet some of their needs takes extra time.
- Plagiarism
- Intellectual property
- His suggestion: A little more face-to-face interaction

4. **Instructional Computing/Technical Training Support Services** – Rik Barnes shared that he is receiving many calls to the Help Desk from faculty who are having problems accessing their e-mail. Also, a projector was stolen from Room D113, and we have replaced it with the last projector we have. Room N103 had an attempted theft, too.

Rik's training schedule for 2003-04 include sessions in (1) Office 2003 and (2) Front Page.

Rocky Rose reported that the Summer and Fall Schedules are up on the web site. Additionally, the Title III site will be up on Monday, May 17, 2004. He will also be updating the Administrative and Office of Instruction sites.

It was suggested that a sign in the TLC would be helpful with after hours instructions. After 5:00 p.m., calls to x 4395 will be routed to the IS Help Desk.

Steve To reported that the Cuyamaca College Network is working well, and he has been working on network migration. Faculty who are experiencing difficulty with their e-mail should contact the Help Desk or call Steve To or Joe Souza.

5. **ICAC** – No ICAC report. The last ICAC meeting is cancelled.
6. **District IS** – Brian Nath reported that Office 2003 is already installed in a lot of the labs: all CIS labs and all LRC facilities and labs. Brian has delivered Office 2003 to all computers, and will send an e-mail to everyone who has not yet had it installed, letting them know that they have 6 months to install it into their system. It takes about 30 minutes to install.

Henry Eimstad reported that the selection of the new student portal system goes to bid in June 2004. Also, interviews for the new Network Specialist position are being conducted at this time. As of July 1, 2004 the new District Help Desk person will be Debbie Smith.

Meeting adjourned at 3:15 p.m.

CC:bt

cc: David Agosto
Gerri Perri, Ph.D.
Marie Ramos, Ph.D.
Arleen Satele

Pat Setzer
Al Taccone, Ph.D.

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