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LEARNING FOR  
THE FUTURE

## INSTRUCTIONAL TECHNOLOGY COUNCIL

MINUTES OF MEETING - May 13, 2005

A regular meeting of the Cuyamaca College Instructional Technology Council was held on May 13, 2005 in Room F106.

Members Present: Chandler, Chiriboga, Chou, Eimstad, Eckert, Josephson, Nath, Newman, Neylon, Raney, Reed, Rose, Sherwood,

Members Absent: David Detwiler, Diane Kew, Sherri Braaksma, Dennis Simms, Lyn Neylon, Madelaine Wolfe



### Agenda Item

### Discussion

1. Approve Minutes from April 8, 2005
2. Instructional Computing/Technical Training Support Services

The minutes were approved with three abstentions.

P. Chou explained the upcoming reorganization of the Help Desk to include a Computer Lab Assistant in Open Lab and support for online courses. D. Thompson will be working with Lab Aids and R. Rose will increase his work as Web Specialist. S. To will organize a workshop for cross training of the Help Desk personnel, and will install new line for Help Desk. In Fall, the Help Desk will have the same hours as the library. D. Thompson's hours will be Tuesday through Saturday.

C. Elder suggested a written description be distributed to the campus community on all the anticipated changes for this area.

Rik Barnes reported:

- he is working with J. Reed with the online WebCT course. He will be contacting those finished class participants and be available if help is needed building course
- contact instructors who are teaching blended classes
- developing and evaluating WebCT & Blackboard

online and will e-mail to campus indicating links to free coordinates to assist them with these software packages

- Help Desk - helping people burn CDs and music in ppt
- Web forms being created

Rock Rose reported:

- Womens' Volleyball and Basketball website redesign is done
- The "Ask the Counselor" drop down boxes has been added for the majors
- Foreign Languages website completed, waiting for D. Detwiler's okay to go live
- Ornamental Horticulture website is being redone during the summer
- The Foundation website has been redone
- Summer and Fall class schedules are live on the Cuyamaca website

Steve To reported:

The network is running smoothly. We have received Macintosh Tiger, the newest Operating system from Apple, and currently deploying it. Information Systems had provided us with a much higher capacity hard drive for use on our network. This new hard drive will allow us to provide higher disk quotas to the students.

### 3. District IS

Dennis Simms distributed a handout on the Colleague Implementation Resources and anticipated timelines.

#### Updates:

- e-mail conversion went smoothly and successfully
- web interface underway
- be sure to use the .edu suffix on e-mail from now on
- Windows XP Service Pack 2 to all faculty to be done by end of semester
- Wireless access points in library
  - One was placed in the Museum conference room for demonstrations
  - One put in the gym

H. Eimstad reiterated that there will be additional wireless access points in the Student Services area, conference rooms and eventually the Student Center.

B. Nath is in the process of writing up

information that defines the intentions for installation of the wireless access points. He indicated the available hours would be Monday-Saturday 6am-10pm. In addition, the UPS system needs to be tested to ensure required outage.

H. Eimstad updated the group on the open staff positions at IS.

#### 4. Technology Plan

##### Technology Plan

Larry Sherwood briefed the group on the Cuyamaca College Technology Plan and the process for carrying out the requests and a discussion on this matter ensued among the group. The following recommendations surfaced from the group:

- Agreed to explore the possibility of temporary funding to address the purchase of critically needed equipment over the summer. After the block grant funding is known in September, the temporary funding source would be reimbursed. C. Chiriboga responded that she would present this possibility to the Cabinet.
- Dynamics of the responsibility of the Technology Plan Committee changed - perhaps a line item in the budget could be created

The Instructional Technology Council approved the Cuyamaca College Technology Plan.

Larry Sherwood informed the group that the bid list is on the college website:

<http://www.cuyamaca.edu/techplan/default.asp> C. Elder reported that the Congressional Grant will fund approximately \$50K of technology requests and Connie Elder reiterated that VTEA would pick up some items.

##### On-Line Learning

Kari Wergeland reported:

The On-Line Teaching and Learning Committee intends to explore and brainstorm on a Three to Five Year Plan for incorporating closed captioning on all video utilized in a teach environment pursuant to regulations.

The Online Manual of Good Practices will be put onto the website and C. Chiriboga will brief the Instructional Council on the following:

- The manual is online
- 10 new online instructors

- The ED214 - Developing an Online Course will be 3.0 units
- 3<sup>rd</sup> place state award for online class was awarded to Jodi Reed

Referenced the handout for faculty stipend related to the Congressionally Direct Grant with a deadline of May 20<sup>th</sup> and the award to be announced at the first Instructional Technology Council meeting in the Fall.

Brian Josephson, Interim staff for High Tech Center, distributed information on closed captioning of videos.

## 5. Other

CVC/CCC Confer eConference - removed from agenda

Other: C. Elder announced that she would be stepping down as Co-chair and a new co-chair would need to be assigned for the next two years.

cc: President  
VP Student Services  
Dean Admin Services  
Instructional Dean  
Academic Senate President



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INSTRUCTIONAL TECHNOLOGY COUNCIL

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Technology Council was held on September 9, 2005 in Room F106.

Members Present: Chandler, Eimstad, Kew, McCamman, Reed, Rose, Sherwood, Simms, Wergeland, Wolfe

Members Absent: Braaksma, Detwiler, Eckert, Jospelson, Nath, Newman, Neylon, Raney, To, Viersen

Guest: Bob Akers, Tim Buckles, Brian Graham



**Agenda Item**

**Discussion**

- | <u>Agenda Item</u>                    | <u>Discussion</u>   |
|---------------------------------------|---|
| 1. Approve minutes from May 13, 2005. | Minutes of May 13, 2005 approved as submitted.  |
| 2. Membership                         | The committee needs a representative from Division III - Stephen McCamman is a new member from Division II. Tim Buckles is visiting from GD.  |
| 3. ICAC                               | Jodi asked the committee if they would agree to drop the ICAC report from the agenda since it is redundant of the District IS status report, Henry can bring issues to this committee as needed. Henry explained the function of ICAC to the committee and the committee agreed to drop this from the agenda. |

Madelaine read the charge of this committee to the new committee members and explained the committees function and how the representatives get the information back to their constituency groups.

#### 4. District IS

- IS Status

Dennis congratulated Bob Akers on his promotion to Network Specialist. He introduced Brian Graham who has been hired as a Network Specialist, and announced Nick Comer has taken Claudio's old position. Frank Gonzales has been hired as a substitute for Bob's old position, he is the lead technician from DATEL and is very familiar with both campuses. The hiring of Brian Graham, IS has been able to decrease the task list at the Cuyamaca campus.

Dennis distributed a map of the wireless access on our campus. The next step will be conference rooms and student hangouts. IS is working to expand access and Henry stated they hope people will actually access this service. Scott asked if the service will be expanded to the N, K & O classrooms. Henry stated that conference rooms & student areas are first and then they will look at the CIS, Museum, TLC. Bob said they are open to suggestions for other needed areas.

Henry announced there is a link on the web page to get access. Bob announce there is built in security so it will turn off at 10 pm. And you will not be open to other laptops.

Madelaine suggested N,K, & O. Scott Eckert will email suggestions to Bob.

Wireless access is to the internet only. Henry announced the Science Tech Mall will be wired.

Dennis in the midst of a joint LRC of the Grossmont & Cuyamaca meeting

Student accts are in the midst of being converted to .edu  
Faculty & staff are already converted to .edu and he is encouraging all faculty &

staff to convert

In Process of renegotiating the contract with Microsoft. Due to a savings to the District and the work at home agreement for faculty will be more attractive.

There will be a website starting in November Southland will have this web service to make sure that there is no abuse of the use of the software. Henry announced they will formally make the announcement when it is completed in October.

Henry talked about a problem that they encountered. Tom & Susan reported the problem. Their was a Network hung, they have fixed the problem. There was a suggestion to have a tech on call on weekends and this is an issue that needs to be addressed with CSEA. Henry explained we now have a rotation of people who answer calls of problems and their was a problem with the link. We have a good process in place and IS is not looking to make any changes to the current process in place.

**NOTE: 644-7547 is a number that can be called at any time for help. Leave a message with a number that you can be reached at so they can get back with you. Your call will be returned within 15-20 minutes.**

Madelaine thanked Henry for all the work that the IS department are doing to address all the problems.

Larry explained that part of Tom's problem was that the outage was for an extended period of time. He asked how long the outage will be for because of assignments being due at a particular time. It is hard to tell how long the outage will be because it depends on the problem.

Larry asked about the possibility of sending out an email to instructors who teach online classes. Henry explained the problems they have encountered due to the fact that the list of instructors has grown

so we need to rethink how this process works.

Henry said we need to identify a list of the schedule of classes that will be need to be set up. Once we get Colleague automation will be in the plan long term. Short term we can work on the problem. Henry discussed the complexity of being able to post something on the web about outages and sending out a group email. Henry said there needs to be more discussion on this issue because of the complexity of it.

Madelaine announced there will be a one page announcement in the schedule about online and blended classes being offered. She said it will be easy to get a list from this. Henry suggested they get this list from the schedule of classes.

Henry is going to email an explanation to Tom & Susan about their concerns.

Sat 8pm-8am Sunday is the window that IS makes updates.

Henry would like to get a sub-committee to get faculty & administrators to sit on a taskforce Thurs at 1:00 to address these types of problems . Jodi suggested Henry work with Kari will help to identify people on our campus.

Henry asked the committee if the committee will allow the help desk the ability to help faculty change faculty passwords. It has to be a classified employee not an hourly student. We don't want to compromise the logons.

Rocky explained a problem with print ques that the help desk is having. Henry said this issue needs to resurface.

Madelaine asked Bob to bring Frank around to meet everyone.

5. Reports of Committees:
  - a. Technology Plan
  - b. Online Learning

- Stipend Awards

6. Instructional  
Computing/Technical  
Training Support  
Services

7. Other

cc: President  
Vice President Student Services  
Vice President, Instruction  
Dean of Administrative Services  
Instructional Dean  
Academic Senate President



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Guest: Bob Akers, Tim Buckles, Brian Graham



<u>Agenda Item</u>	<u>Discussion</u>
1. Approve minutes from May 13, 2005.	Minutes of May 13, 2005 approved as submitted.
2. Membership	J. Reed reported the committee still needs a representative from Division III. Stephen McCamman is a new member from Division II. Tim Buckles is visiting from Graphic Design.
3. ICAC	J. Reed asked the committee if they would agree to drop the ICAC report from the agenda since it is redundant of the District IS status report; H. Eimstad can bring issues to this committee as needed. He explained the function of ICAC to the committee and the committee agreed to drop this from the agenda.  M. Wolfe read the charge of ITC to the new committee members and explained the committees function and how the representatives get the information back to their constituency groups.
4. District IS <ul style="list-style-type: none"><li>• IS Status</li></ul>	D. Simms congratulated Bob Akers on his promotion to Network Specialist. He introduced Brian Graham, who has been hired as a Network Specialist, and announced Nick Comer has taken Claudio's position and Frank Gonzales has been hired as a substitute

for Bob's old position. With the hiring of Brian Graham, IS has been able to make significant progress on the task list at the Cuyamaca campus.

D. Simms distributed a map of the wireless access on our campus. The next step will be conference rooms and student areas. Scott asked if the service will be expanded to the K, N & O classrooms. H. Eimstad stated that conference rooms & student areas are first and then they will look at CIS, Museum, and TLC. B. Akers said they are open to suggestions for other needed areas. M. Wolfe suggested N, K, & O. S. Eckert will email suggestions to B. Akers. Wireless access is to the internet only. H. Eimstad stated the Science/Technology Mall will be wired.

H. Eimstad announced there is a link on the web page to get access. B. Akers announced there is a built in security that will turn off at 10 pm. and you will not be open to other laptops.

Student accounts are in the midst of being converted to .edu  
Faculty and staff are already converted to .edu and H. Eimstad is encouraging all faculty & staff to convert to .edu

IS is in process of renegotiating the contract with Microsoft, due to a savings to the District and the work at home agreement for faculty the contract will be more attractive. There will be a website starting in November. Southland will have a web service to make sure that there is no abuse of the use of the software. H. Eimstad announced they will formally make the announcement when it is completed in October.

H. Eimstad talked about a problem that they encountered with the Network going down and there was discussion about the challenges faculty faced due to the outage and possible solutions. There needs to be more discussion on this issue because of the complexity of it. H. Eimstad explained we currently have a rotation of people who answer calls regarding problems and there was a problem (since corrected) with the link. We have a good process in place and IS is not looking to make any changes.

**NOTE: 644-7547 is a number that can be called at any time for help. Leave a message with a number that you can be reached at so Tech Support can get back with you. Your call will be returned within 15-20 minutes.** H. Eimstad reminded the committee that Saturday 8pm-8am Sunday is the window that IS makes updates. He would like to get a sub-committee of faculty and administrators to address these types of problems. J. Reed suggested H. Eimstad work with K. Wergeland who will help to identify people on our campus.

H. Eimstad asked the committee if they will allow the help desk the ability to help faculty change their passwords. The committee agreed it has to be a classified employee not an hourly student to avoid compromising the logons.

M. Wolfe thanked Henry and the IS department for all the work they are doing to address the many challenges.

5. Reports of Committees:

- a. Technology Plan
- b. Online Learning
  - Stipend Awards

Technology Plan

L. Sherwood announced Steve Wienert is the new faculty co-chair for the Technology Plan Committee. The committee will meet next Wednesday at 3:30 in the TLC. Their first priority is to establish liaison assignments to help in developing the Technology Plan for their area. \$235,000 received priority 1 ratings last year. The priority rating will be done in about a month, equipment will be ordered in November and should be up and running in the Spring. Title III purchased 5 new faculty computers so there will not be any Title III money available for equipment.

Online Learning

K. Wergeland announced there are 2 new members, Deanna Thompson and Pete Haro. Deanna gave a presentation about some of the challenges and suggestions that are coming out of the help desk area. Issues are standardization of student passwords - 90% of their problems have to do with the password problems on WebCT and Blackboard. The committee is brainstorming this issue and H. Eimstad suggested getting IS involved because of all the issues involved with accounts. K. Wergeland discussed several issues that need to be discussed in this subcommittee and then it will be brought to ITC.

The Congressional Grant was awarded and already half spent for much needed CIS equipment. Stipends were awarded to faculty who are developing new online/blended courses. Money will go to tutoring, training, and a series of staff development workshops. K. Wergeland announced the goals of the Online Teaching and Learning Committee to develop a plan which will be implemented over the next 4 years to become ADA compliant with closed captioning.

H. Eimstad talked about Blackboard & WebCT support and the challenges the District is facing. Discussions need to take place ~~on how~~ to address these challenges. J. Reed stated this discussion needs to begin immediately and support will be so

much easier for students and faculty. H. Eimstad reported the latest count for containers of Blackboard 62 Grossmont, 61 Cuyamaca, WebCt Grossmont 77, Cuyamaca 54 as of Fall 2005. M. Wolfe suggested this discussion involve both sites, H. Eimstad stated this will be brought up at ICAC because this is a district-wide issue. J. Reed suggested this information get to the faculty so they are aware this is coming forth to get support of faculty.

6. Instructional  
Computing/Technical  
Training Support  
Services

L. Sherwood stated there was a request to have laptops set up in classrooms and they are in the process of installing switches. R. Rose stated that multi set-ups are very confusing to faculty which causes problems in the classroom. This is an issue that needs to be addressed further and L. Sherwood thinks this issue needs serious consideration because we have so many part-time faculty who teach at several colleges.

7. Other

R. Rose suggested the committee look at the Website.

cc: President  
Vice President Student Services  
Vice President, Instruction  
Dean of Administrative Services  
Instructional Dean  
Academic Senate President



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Members Absent: Braaksma, Detwiler, Eckert, Jospelson, Nath, Newman, Neylon, Raney, To, Viersen

Guest:



<u>Agenda Item</u>	<u>Discussion</u>
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- |   |  |
|---|--|
| 1. Approve minutes from May 13, 2005                                  | Minutes of May 13, 2005 approved as submitted. |
| 2. Reports of Committees:<br>a. Technology Plan<br>b. Online Learning |  |
| 3. Instructional Computing/Technical Training Support Services        |  |
| 4. District IS<br>• IS Status   |  |
| 5. Other  |  |

cc: President  
Vice President Student Services  
Vice President, Instruction  
Dean of Administrative Services

Instructional Dean  
Academic Senate President



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INSTRUCTIONAL TECHNOLOGY COUNCIL  
MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Technology Council was held on October 14, 2005 in Room F106.

Members Present: Braaksma, Chandler, Detwiler, Eimstad, McCamman, Raney, Reed, Rose, Sherwood, Simms, Wergeland, Wolfe

Members Absent: Eckert, Jospelson, Kew, Nath, Newman, Neylon, To, Viersen



<u>Agenda Item</u>	<u>Discussion</u>
1. Approve minutes from October 14, 2005	Minutes of October 14, 2005 approved as submitted.
2.	
2. Reports of Committees:	
a. Technology Plan	<b>a. Technology Plan</b> L. Sherwood reported that last January \$204,000 was in the priority 1 category they have \$90,000 to spend this year. The committee has allocated \$90,000 to cover the minimum needs for this year and will work with the Liaisons of each department in making decisions by December before the semester break. Fortunately, the Congressional Grant covered most of the needs for CIS.
b. Online Learning	<b>b. Online Learning</b> K. Wergeland reported M. Wolfe created a flyer with instructors who are willing to mentor faculty with Blackboard & WebCT. This will be distributed to all faculty in their mailboxes.

The committee is working on a plan to bring online classes into compliance. The college has received a \$22,000 grant towards closed captioning with which we have purchased 17 decoders. There has been training on high captioning for our staff. Shawn at the high tech center is going to be offering a workshop on high captioning. There may be funds to start closed captioning on existing classes through the grant. There was discussion about the requirements of ADA compliancy; there are 5 priority lists of compliancy. The requirement is to do priority 1's and best effort.

L. Sherwood will develop a list of all the software that the College has licenses. H. Eimstad stated P. Muccia is the best person to ask about getting an additional license.

P. Haro reported SW College protocols regarding online classes. SW has a process that goes through the Curriculum Committee and the Academic Senate Technology Committee. Larry Lambert at Southwestern is willing to come to one of our Online Meetings to answer questions.

The Online Teaching and Learning Committee suggested the links in WebCT be underlined. H. Eimstad will take this issue to J. Williamson. They also made some recommendations for changes to the dynamic enrollment page. H. Eimstad will look at what Andrea came up with and take it back to IS to see what they can do.

Online Staff Development Opportunities - @ONE - [cccone.org](http://cccone.org), [4faculty.org](http://4faculty.org) L. Sherwood spoke to M. Mendoza about funding which would be \$850. There was discussion about how these services work and if faculty would make use of them. M. Wolfe encouraged the committee to look at the 2 websites and let D. Detwiler know what they think about it. @ONE is free, 4 faculty is a paid service and is more flexible. D. Detwiler announced Grossmont has been using the [4faculty.org](http://4faculty.org) and they like it.

3. Instructional  
Computing/Technical  
Training Support Services

L. Sherwood stated it is a good idea to work with the Staff Development Committee to develop more online workshops that give faculty flex credit. M. Wolfe thanked D.

Detwiler and the Staff Development Committee **for** developing staff development opportunities online.

R. Rose announced Accreditation is in full swing; he is working on putting the documentation online and making sure it is ADA compliant. He is working with Angela on how to list the information on the Web. They are working on an index to allow easier access to the documentation.

4. District IS  
• IS Status

D. Simms distributed a handout about the WebCT and Blackboard merger. H. Eimstad announced we **would** have to wait for the outcome **before deciding how we want to support** WebCT and Blackboard.

H. Eimstad discussed the containers for Blackboard & WebCT and the **many** requests to set up containers at the last minute. **IS is** trying to automate the request for containers. We need more education so faculty **understand** what is required. Other issue is to make sure the instructor requesting the container is actually the instructor of record. H. Eimstad discussed the possible schedule to help address late accounts. J. Reed brought up the issue of late add students and the different ways faculty are doing this. H. Eimstad stated when we move to Colleague it will solve this problem. **IS is targeting** Spring 2007 to have Colleague up and running but there are many issues that need to be worked through.

D. Simms reported Randy's suggestion that we collect all late adds and add them on Fridays, the committee discussed concerns about **the lag time for a student to begin their class.** Henry said this is a manual process and is very involved. H. Eimstad will look into the process to see if it can be automated or if an hourly could enter the information nightly for 2 weeks. He will investigate and get back to the committee.

M. Wolfe will take the handout from D. Simms to the Deans and IC for discussion. H. Eimstad stated maybe he would distribute to all faculty. M. Wolfe suggested chairs could forward this information to part-time faculty since they don't all use the

District email account. There was discussion about part time faculty forwarding their district email to a personal email. M. Wolfe suggested a short staff development workshop on how to do this.

5. Other

R. Rose announced the New Microsoft agreement is on the website.

H. Eimstad announced they are planning to extend the Webconnect hours from 7-9 to 7-11pm in Spring 2006.

The meeting adjourned at 2:45pm.

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Members Absent: Eckert, Josphehson, Kew, Nath, Newman, Neylon, To, Viersen



**Agenda Item**

**Discussion**

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Members Absent: Braaksma, Chandler, Detwiler, Eckert, Josphson, McCamman, Nath, Newman, Neylon, Rose, Simms

Guests: Souza



**Agenda Item**

**Discussion**

- | <b>Agenda Item</b>   | <b>Discussion</b>   |
|--|---|
| 1. Approve minutes from October 14, 2005                       | Minutes of October 14, 2005 approved as submitted.  |
| 2. Instructional Computing/Technical Training Support Services | <p>1. Sherwood reported the accreditation website is up and running.</p> <p>S. To reported everything is going well in their area. He has been trying to set up a task force for smart classroom standards.</p> <p>L. Sherwood has been communicating with Gafcon through David Suter regarding our technology needs in the classroom. He will continue to meet with them and will report back to ITC as things progress. Madelaine stressed the user groups need to be included in the process.</p> <p>S. To wants to come up with a list of recommended configurations/equipment for the classroom.</p> |

3. District IS  
• IS Status

H. Eimstad reported Bob Akers position that was vacated has been filled by Frank Gonzales.

The CC Foundation was having a conference about the Blackboard & WebCT merger it will be a couple of months before we will know anything about the merger. Until then IS will continue to support Blackboard and WebCT. D. Raney asked about other open source options. Henry said they have been looking into those options. This is an issue that will continue to be discussed.

H. Eimstad is asking for a few volunteers who use Blackboard and WebCT to test new containers.

Datatel has a new partner, Microsoft - they made the announcement at a conference recently.

Spring 07 is the target date to have the new student records program up and running. They will be doing some testing the 3<sup>rd</sup> week of November to see if it is functioning properly to meet our needs. They have found a product calls DARS and they are looking at it interfacing with colleague.

4. Reports of Committees  
a. Technology Plan  
b. Online Learning

**a. Technology Plan**

L. Sherwood reported the committee has not met since the last ITC meeting. PR's have been submitted for last year's tech plan approvals.

**b. Online learning**

K. Weregeland reported the committee discussed staff development workshops and they will do back/back panel discussions. They began work on their 508 plan. They are looking at a process for accessibility and the evaluation of the course content to make sure it meets 508 compliancy.

Working with L. Sherwood on the new position and how it can help online learning.

Working on a process to make sure online courses are ADA compliant.

Concern about people still using .net instead of .edu - wondering if it would be appropriate for the committee to put something out. H. Eimstad suggested contacting people if they are still using .net. He thinks this is a campus issue not

a district issue. He also suggested taking this issue to the marketing committee.

Meeting adjourned at 3:15 p.m.

cc: President  
Vice President Student Services  
Vice President, Instruction  
Dean of Administrative Services  
Instructional Dean  
Academic Senate President



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 Technology Council was held on November 4, 2005 in Room F106.

Members Present: Eimstad, Kew, Raney, Reed, Sherwood, To, Wergeland, Wolfe

Members Absent: Braaksma, Chandler, Detwiler, Eckert, Josephson, McCamman, Nath, Newman, Neylon, Rose, Simms

Guests: Souza



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Meeting adjourned at 3:15 p.m.

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Vice President, Instruction  
Dean of Administrative Services  
Instructional Dean  
Academic Senate President