

not being used and clearing them, they look at accounts that have not been used in 2 years.

WebCt and Blackboard merger has been approved. D. Simms is on an email list to get the latest information. Blackboard will probably be the forum that is used, we need to wait and see what they say about the future of their company before deciding what product will be used in the District. B. Nath discussed several changes regarding the URL and time involved with these and what can be done. He stated the conversion to Colleague is coming and what changes should be made to our current system. There is a lot of work and effort that will go into this conversion. They will make recommendations to do the easy changes since Colleague is coming.

b. Datatel Update

H. Eimstad reported they have been training and started the process of converting our data into the new system. Spring 2007 is still the target date to get the system implemented. M. Wolfe brought up the possibility of capturing student email addresses. H. Eimstad said Colleague is equipped to do this; however, the problem is getting students to use their gcccd email accounts. This and the delivery of mail when students use an email account other than a gcccd address was discussed.

c. Web Containers Update

H. Eimstad reported the process seemed to work quite well. K. Wergeland brought up the idea of faculty getting a confirmation when they submit a request. He will check on that and get back to the committee. J. Reed suggested sending out a reminder to faculty that they need to submit their information for their web, H. Eimstad said they already send a reminder at the end of the semester it was suggested that another reminder be sent Monday of Staff Development Week. J. Reed suggested a confirmation. H. Eimstad will get back to the committee on this.

3. Reports of Committees

a. Technology Plan

a. Technology Plan

L. Sherwood reported the committee met

b. Online Learning

last Friday and did some ranking of the Tech Plan. There was \$300,000 of Priority 1 ranking.

b. Online learning

K. Wergeland reported two successful workshops during Staff Development week. Possible ideas to be brought up with UF related to online courses taught. Working on the 508 compliance plan with the goal of completing by the end of spring semester.

4. Instructional Computing/Technical Training Support Services

L. Sherwood reported two successful training sessions on WebCT and Blackboard for faculty, four training sessions for students that were not very well attended. E. Berliner suggested running an ad in the schedule to help promote the training sessions for students. There was discussion about where to run these ads. Lyn suggested online instructors put this information on their website for students. Rocky is working on the Accreditation web page.

5. Other

a. Online Staff Directory

a. Online Staff Directory

J. Reed brought up the issue of updating the online staff directory; there was discussion H. Eimstad stated the updates are done by the operators. M. Wolfe will work on this. J. Reed suggested taking this list to chairs/coordinators to get updated lists of people.

b. WebCT & Blackboard Merger

b. WebCT & Blackboard Merger

J. Reed asked Henry to keep the committee updated on this issue. He said he would continue to update the committee.

c. Staff Development Week

Meeting adjourned at 3:30 p.m.

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



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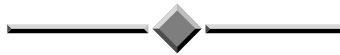
INSTRUCTIONAL TECHNOLOGY COUNCIL
MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Technology Council was held on March 10, 2006 in Room F106.

Members Present: Berliner, Braaksma, Chandler, Eckert, Eimstad, McCamman, Raney, Reed, Simms, Sherwood, Wergeland, Wolfe

Members Absent: Detwiler, Josephson, Kew, Nath, Newman, Neylon

Guests: Stephen Weinert



<u>Agenda Item</u>	<u>Discussion</u>
1. Approval of Minutes	Minutes of February 10, 2006 were approved with one minor revision.
2. Instructional Computing/Technical Training Support Services	L. Sherwood reported 18 people are attending the Tech Ed Conference March 27-29. There is still some TTIP funding for technology conference travel it needs to be used by the end of June. With Brian & Rocky's help they made some changes to our website to expand the dynamic schedule for late start classes.
3. District IS	a. IS Status H. Eimstad announced they will be sending out a notice for WebCT containers at the end of the semester. M. Wolfe will send a list of online faculty to D. Simms & L. Sherwood so they can send notices.
a. IS Status	
b. Datatel Update	b. Datatel Update D. Simms reported there have been 3 consulting sessions for the users of
c. Dynamic Schedule (follow-up)	

Datatel. IS is confident that Colleague will be able to do everything we need the system to do. H. Eimstad stated part of the conversion is moving off SSN's, they are creating new ID's for the conversion. He also discussed several impacts as we get closer to the conversion.

c. Dynamic Schedule (follow-up)

H. Eimstad stated B. Nath has been looking at the dynamic schedule but not sure if he will be able to do any of the changes because of the conversion to Collegaue. H. Eimstad will keep the committee up to date on any changes that will be made.

4. Reports of Committees

- a. Technology Plan
- b. Online Learning

a. Technology Plan

S. Weinert reported they are trying to get the Tech Plan available online for departments. Rankings are completed and they are working on final wording. S. Weinert and L. Sherwood discussed the issues they are facing with #1 rankings increasing, #2 & #3 rankings decreasing and the timeline for critical priority #1 upgrades and replacement of technology. H. Eimstad suggested putting this issue on the ICAC agenda for their consideration and recommendation.

M. Wolfe stated Standard IIIC of the Accreditation Report deals with maintaining & replacing technology beyond block grants. The concern for adequate funding in the future is emerging very strong from the accreditation report.

H. Eimstad explained the history of the process for replacing technology in the district. M. Wolfe explained VTEA has the same challenge so they focus in one project per year (ex: CADD Tech Lab) and if there is anything left they look at other needs.

b. Online learning

K. Wergeland reported a number of faculty will be meeting with Grossmont faculty regarding online issues. The bulk of meeting was dealing with the 508 compliance plan. The goal is to be done by the end of the semester.

5. Other

- a. Web Site Design

J. Reed explained possible changes to the web site design. She asked the committee

Revision

if they would be interested in and how to proceed in making the changes. M. Wolfe suggested forming a taskforce; L. Sherwood volunteered to participate on the taskforce. M. Wolfe suggested she contact Pat Setzer.

Meeting adjourned at 2:10 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 ·
L E A R N I N G F O R
T H E F U T U R E

INSTRUCTIONAL TECHNOLOGY COUNCIL
MINUTES OF MEETING

A regular meeting of the Cuyamaca College Instructional Technology Council was held on April 7, 2006 in Room F106.

Members Present: Braaksma, Eckert, McCamman, Neylon, Raney, Reed, Sherwood, Simms, Wolfe

Members Absent: Berliner, Chandler, Detwiler, Eimstad, Josphson, Nath, Newman, Wergeland



<u>Agenda Item</u>	<u>Discussion</u>
1. Approval of minutes	Minutes of the March 10 meeting were approved with some minor changes.
2. Thanks and Praise	Jodi thanked Dennis and Brian for the significant changes done to the dynamic schedule. These are very much appreciated.
3. Instructional Computing/Technical Training Support Services	Larry reported everything is okay. Rocky and Joe Souza are on vacation. Dave mentioned a problem with a link on the summer schedule it is not working properly. Madelaine asked Larry where the vacant position is in the process. Larry stated it is in the process of being redesigned.
4. District IS	a. IS Status
a. IS Status	IS is narrowing down a date for a joint LRC meeting. Cuyamaca campus will be having an emergency drill to use the emergency equipment. Madelaine suggested this not be done during finals week. She will send an email to Arleen Satele. Dennis will make a note.
b. Datatel Update	
c. Web Containers Update	
	IS is working with COX to have an alternate ISP service. They have asked for \$3000 a month and IS has asked them to modify that.

They have opened investigation on an open source course management system, we currently have 2. There was discussion about free open source software. Dennis stated he feels it is important to investigate open source. He sees this happening in 2-3 yrs. Jodi suggested a taskforce of faculty members start exploring and go to IS with questions, Dennis said this is currently happening. Jodi suggested taking this issue to ICAC.

They are looking at collecting resources that could be available online. Jodi suggested they work with Brian Josephson because he is also doing this.

b. Datatel Update

Colleague is moving along and sometime in the Fall will come up with questions that instruction will have to make some decisions on.

c. Web Containers Update

Dennis reported they have been looking into the WebCT/Blackboard container request confirmation as they are hoping to have it up and running until Spring 2007. A few members made recommendations to include in the confirmation. This is for Blackboard not WebCT. Dennis stated they receive over 400 requests and generally, they respond to requests within 48 hours. Because of the approximately 3200 sections and the number of requests it is difficult to have a support person do all the response emails. Dave said that WebCT won't allow an instructor to upload a whole roster into his container. He can enter a single student but not a whole roster. Jodi suggested Dave put this in writing and send it to Dennis and cc Jodi.

Lyn suggested that they standardize the student log ins in WebCT. Faculty don't want students to be able add their own accounts; they do want instructors to be able to add student accounts. Dave will follow up on this.

Dennis would like the committee to think about the best way to handle instructor questions over the telephone. IS does not have a resource person at Cuyamaca that they can refer them to; he thinks it would be helpful. Larry will work with Dennis on

the FAQ's. Jodi would like to share what she has with Larry.

5. Reports of Committees:

- a. Final Technology Plan
- b. Online Learning

a. Technology Plan

Larry distributed a copy to everyone and he is hoping the committee will approve the plan so it can move on in the process. The committee discussed and approved the Tech Plan. Lyn motioned, Dave 2nd (m/s/a).

Larry stated when departments submit their Tech Plan in October it is not reviewed until February of the next year, approved in April and it takes until the end of the year to get the equipment. It takes 18 months from the time it was approved until it is purchased. The Tech Plan committee is looking at ordering the critical needs equipment in the summer of the same year that equipment is requested instead of waiting until the end of the year. Larry suggested the administrative co-chair bring this up to Dr. Perri. Madelaine will research how we move a recommendation forward to Dr. Perri.

b. Online Learning

Madelaine said the committee discussed the challenges of online evaluations. The committee continued to work on the Section 508 compliance plan that they hope to have in place in the near future.

6. Other

There was discussion about the faculty work station for the new building. All the classrooms are going to be smart classrooms. Sherri said they came up with 3 projectors. They will be doing a demo after the break. Madelaine suggested science people be invited to the demos of these projectors and the LCD's.

The meeting adjourned at 3:15pm.

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

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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 May 12, 2006 in Room F106.

Members Present: Berliner, Braaksma, Chandler, Eckert, McCamman, Newman, Neylon, Reed, Sherwood, Simms, Wergeland,

Members Absent: Detwiler, Eimstad, Jospherson, Nath, Raney



Agenda Item

Discussion

- | | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Approval of minutes | Minutes of the April 7 th meeting will be available for approval at the September meeting. |
| 2. District IS | |
| a. IS Status | a. IS Status |
| b. Datatel Update | b. Datatel Update
Dennis stated Datatel is progressing; everything is going well with DARS they are very happy with the progress. |
| c. Web Containers Update | c. Web Containers Update
Dennis announced if faculty want a web container for summer or fall they can go to the website and fill in their name and IS will have it ready for them. It should be ready within 48 hours of the student enrolling. |
| d. AP 3720 | d. AP3720
This is a new policy from the State Chancellor's Office and they are asking community colleges to implement this policy. Dennis distributed the policy to the committee and stated the district is in the process of updating all of policy & procedures. He has been asked to have ITC look at the policy and gather input. |
| | p. 3 usage - information belonging to |

others - Dennis explained the purpose of this statement in reference to online and blended course material. The user will get a pop-up box regarding our policy in reference to this in an effort to protect the district.

There was discussion about the proposed administrative policy and the problems associated with it. Personal use has been modified. Dennis will send the modified version to Sharron Hamlett so she can distribute to the committee. The committee can then send an email with concerns to Dennis and he will forward them to Jim Austin for consideration. The committee gave Dennis some issues of concern to take back to Jim.

Jodi suggested this should go to the union for consideration also.

3. Reports of Committees:

- a. Final Technology Plan
- b. Online Learning

a. Final Technology Plan

Lyn announced the Academic senate passed the Tech Plan.

b. Online Learning

Kari announced Deanna is noticing that Grossmont is not allowing an online course to be taught unless they are 508 compliant. She is receiving calls from Grossmont faculty requesting help and they should be referred back to Grossmont because we don't have the resources to support that. The Tech Plan is finished and was approved by the Online Teaching and Learning Committee.

Jodi's online class went well.

Susan came back from the state wide senate and attended a workshop regarding advising vs counseling. There was discussion about support for online faculty regarding several issues related to online teaching. Jodi is going to set up a discussion forum for online instructors.

The meeting with Grossmont & Zoe Close went well and they will continue their discussions about the issues.

Stephen McCamman will co-sponsor a staff development workshop with the online learning committee in the Fall.

The committee agreed to leave the courses labeled blended and not change to hybrid (GC will be changing to blended).

Steven announced that he will be having another workshop during staff development on Friday on how to use a clicker in your

classroom. This will be presented by the publisher.

The 508 compliance plan will continue to be worked on in the Fall.

4. Instructional Computing/Technical Training Support Services

Larry stated he asked the Online Learning committee what kind of support they need for teaching online. He is asking for input on the needs of support so he can write a proposal for ongoing support for technology issues.

Pat Newman described the process they are going through to try to get a BOT online course accessible for a Grossmont course. She said it takes a whole team of people to get this course ready to be offered.

We need to address where the burden lies to become ADA compliant.

5. Other

Evening support

Jodi brought up the issue with evening support for labs. Madelaine discussed this with Henry; IS used to have someone on call but they no longer have someone available. The evening administrator would have a phone number of one of the managers of IS to call with any problems. Henry will be following up with Sherri and Pat so he can understand the technical nature of the problems they are fielding and make a decision on how to handle these. Sherri stated there have been 2 issues that she has dealt with recently.

Open source course management

Jodi announced the ICAC meeting this month was cancelled; this issue will be brought up at the next meeting.

WebCT student account

Dave Raney is going to email Dennis Simms on this issue. Dennis has done some research into letting students create their own WebCT accounts. Some faculty decided that would be the appropriate way to go. Jodi suggested this issue should be revisited and go to ICAC then both campuses agree. Lyn suggested it be standardized like the student email accounts. Dennis explained the difference between WebCT and Blackboard and how rosters are handled with each. Dennis will take this issue to ICAC he will put it on the agenda.

Congressional Award

Madelaine stated the \$94,000 Congressional Award for CIS and Technology and support for enhancing online course offerings; has awarded \$10,000 in stipends over the last three semesters. There is some money left over and the committee identified 3 faculty who developed a new online course but didn't receive a stipend, they are: Gregg Differding, Courtney Hammond, and Stephen McCamman. Each will be receiving a \$1000 stipend.

Jodi and Madelaine thanked everyone for participating and wished everyone a good summer.

The meeting adjourned at
3:00pm.

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 May 12, 2006 in Room F106.

Members Present: Berliner, Braaksma, Chandler, Eckert, McCamman, Newman, Neylon, Reed, Sherwood, Simms, Wergeland, Wolfe

Members Absent: Detwiler, Eimstad, Josephson, Nath, Raney



Agenda Item	Discussion
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Jodi and Madelaine thanked everyone for participating and wished everyone a good summer.

The meeting adjourned at 3:00pm.

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Instructional Dean
Academic Senate President



INSTRUCTIONAL TECHNOLOGY COUNCIL

MINUTES OF MEETING

DRAFT

A regular meeting of the Cuyamaca College Instructional Technology Council was held on September 8, 2006 in Room F106.

Members Present: Braaksma, Eckert, McCamman, Nath, Raney, Sherwood, Simms, Wergeland, Wolfe

Members Absent: Chandler, Detwiler, Eimstad, Newman, Neylon, Reed

Guests Present: Tim Buckles



Agenda Item	Discussion
1. Approval of minutes	Minutes of the April 7 th and May 12 th meetings were approved with some minor changes.
2. Membership	All ITC Committee members present today will continue on ITC this next academic year. Larry will confirm the complete membership list.
3. District IS	
a. IS Status	a. IS Status Dennis announced that Sony will discontinue offering monitors in North American but will still honor the warranties. Dennis stated there is a large increase in classroom use of BlackBoard and WebCT. IS is working with help desk staff to increase their ability to assist students. Version #5 of Micrograde will be discontinued as of October 1, 2006 and will be replaced by version 6.13. There has been a decline in faculty posting grades with Micrograde during the last few semesters (68 during the previous school year, 40 last spring and 20 as of today's date for Fall). Dennis notified all faculty using Micrograde of the need to download the new version by October 1 st or grades posted in version #5 will be lost. Brian brought a sample of the smaller PC case that is a new option on the district computer bid list.
b. Datatel Update	b. Datatel Update Brian stated the current target for the implementation of the Datatel system is Summer 2007. There will be a demo and training when the system is ready to go.
c. AP 3720	

c. AP 3720

AP3720 is very close to approval by the District. This is an administrative procedure that governs the proper usage of computing and network facilities. There was discussion of how all users will be notified of the procedure and how they will agree to the terms of computer and network use.

Dave Raney raised the question of monitor warranties. His research showed that it might be better to purchase extra monitors instead of longer warranties. Brian Nath responded that in this particular circumstance The District has been able to get five year warranties for no extra charge since LG wants our business.

4. Reports of Committees:

- a. Final Technology Plan
- b. Online Learning

a. Final Technology Plan

Dave posted a template on the Tech Plan Website (cuyamaca.edu/techplan/forms.asp) that departments can use when preparing their technology plans for the Academic Master Planning Committee. AMP forms have been distributed to department chairs. Dave agreed to be the new faculty co-chair of the Tech Plan Committee which will hold its first meeting soon.

b. Online Learning

- Kari reported that 21% of classes are now at least partly online and using WebCT or Blackboard. This has significantly increased the workload of help desk staff.
- The Online Committee talked about coming up with a process for certifying instructors before they can teach online in order to have some type of quality control in place.
- The Online Committee has also been working on standards of good practice for online teaching.
- The Online Committee is recommending to the Curriculum Committee that any course taught in a blended format be approved through the Curriculum Committee as a blended class and an online class at the same time in order to streamline the approval process.
- Kari raised two questions. 1) Can students change their login password to something other than their birthdates? Brian reported this information can be changed through A & R. 2) Will online instructors be able to submit grades online in the future? Dennis reported that Colleague will be able to handle this function once it is installed.

5. Other

- a. Evening Support (status)
- b. Online Teacher Qualifications
- c. Vista/FrontPage Transition

a. Evening support

Brian reported that there is evening tech support until 7:30 or 8:00 pm during the first two weeks of each semester. After the first two weeks, tech support requests should be directed to the evening administrator who has a list of tech support staff to contact. An IS support person is on call on the Weekends. Administrators should have training on the correct procedure for getting tech support during evening and weekend hours.

a. Online Teacher Qualifications

See item 4b above.

c. Vista/FrontPage Transition

Dave Raney and Brian Nath discussed the implications of the Vista operating system with reference to replacing FrontPage with SharePoint. This question will be revisited when more is known about SharePoint.

The meeting adjourned at 3:00pm.

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Dean of Administrative Services
Instructional Dean
Academic Senate President



INSTRUCTIONAL TECHNOLOGY COUNCIL
MINUTES OF MEETING

DRAFT

A regular meeting of the Cuyamaca College Instructional Technology Council was held on October 13, 2006 in Room F106.

Members Present: Buckles, Eckert, Eimstad, McCamman, Raney, Reed, Sherwood, Simms

Members Absent: Chandler, Nath, Wergeland, Wolfe



Agenda Item	Discussion
1. Approval of minutes	Minutes of the September 8 th meeting will be available for approval at the December meeting.
2. Reports	
a. IS Update	a. IS Update Henry Eimstad provided information he obtained at Educause from Presidium Learning (presidiumlearning.com), a faculty/student help desk support system for BlackBoard and WebCT, which claims to be able to resolve 85% of help desk calls with a 24/7 hour service. Henry recommended watching the schools that are piloting this program to see if it is something the District might want to consider in the future.
b. Tech Plan Committee	
c. Online Learning Committee	Henry discussed the need to make a decision as to which Course Management System to integrate with Datatel. He will research what capabilities/features will need to be retained in what ever CMS is chosen and will present his findings at the next ITC Meeting. Faculty will be able to discuss the various features of each system that are important to them and what they would need in order to change systems. IS will assist faculty in making the move to a new system.
	IS should have a decision on whether they are ready to implement the Datatel System in Summer 2007 by late November.
	b. Tech Plan Committee Dave reported that the liaison assignments have been made so committee members can work with their departments when they are developing their plans.

Some committee members will attend the AMP Meetings when the rankings are made so they can carry the information back to help with the Tech Plan ranking.

c. Online Learning Committee

Reporting on behalf of Kari Wergeland, Jodi Reed discussed online teachers advising their students to have a backup plan in case their technology fails at home. Students should be notified of where and when computers are available on campus that have the required software for their class.

The Online Learning Committee will distribute a mailing list in the next few weeks to online teachers who want to share ideas and help each other. Dave Raney has been doing a comparison of BlackBoard versus Moodle and has also been looking at Cerro Coso College which has a well developed online program and will present his findings at the next Online Learning Committee Meeting.

Jodi reported the committee is discussing a plan for 508 compliance and possible procedures they foresee in the future such as, a check list for faculty or what is required. An IS staff member will be invited to attend the next meeting.

3. New Business

a. ITC Purpose and Charge

- What is the purpose of this committee? (Why are we here) Do we need to be here?)
- Is our current charge appropriate and sufficient?
- Is there anything we could/should be doing differently (procedures, communication, meeting time, meeting format, etc)?

a. ITC Purpose and Charge

The committee members discussed how ITC has evolved over time. There was more business conducted at earlier meetings, whereas now committees and task groups do most of the work outside of the regular ITC meetings. However, there is still need for communication between faculty and IS. Subcommittees make reports to Academic Senate which are disseminated to department chairs. Suggestions were made for ITC to disseminate occasional reports that focus on particular issues. Faculty can in turn send their ideas/concerns to ITC members. The ITC website could include updates from IS, technology highlights, and committee member names to contact for questions. The key importance of ITC is communication.

The committee decided to hold future meetings on the 2nd Friday of the month from 1:00 – 2:00 pm. There will not be a November meeting. The December 8th meeting will be issue oriented and the topic will be course management systems. The committee will identify issue orientated topics for future meetings such as, institutional planning and emerging technologies.

4. Other

The college has two copies of *Respondus* which is a software program that helps import content into WebCT and BlackBoard and between these two systems. *Respondus* retains all the formats in the process. The Committee will get feedback from the two faculty currently using *Respondus* to see how effective it is.

The meeting adjourned at 2:50pm.

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



INSTRUCTIONAL TECHNOLOGY COUNCIL

MINUTES OF MEETING

DRAFT

A regular meeting of the Cuyamaca College Instructional Technology Council was held on December 8, 2006 in the TLC.

Members Present: Buckles, Eckert, McCamman, Nath, Raney, Reed, Simms, Wergeland, Wolfe

Members Absent: Chandler, Eimstad, Sherwood.



Agenda Item

Discussion

1. Approval of minutes

Minutes of the September 8th and October 13th meetings were approved.

2. Reports

- a. IS Update
- b. Tech Plan Committee
- c. Online Learning Committee

a. IS Update

Brian gave a status report on the opening of the Science Tech Mall at Cuyamaca: 1) furniture will be delivered on Tuesday; 2) monitors are on back order until December 18th; 3) all equipment will be installed that is available; 4) all delays impact staff and their ability to have everything ready before the start of the Spring 07 semester. The new target for the implementation of Colleague is Spring/Summer 2008; A demo of the web products associated with Colleague such as rosters and grades will be available to faculty within a couple months. DARS, a 3rd party product used by evaluators and counselors to assess where students are at in a program, will be available before Colleague is implemented. There will be some network down time over the winter break for maintenance and upgrades.

b. Tech Plan Committee

Dave Raney reported that the Tech Plan Committee is looking at the following issues:

- Developing a process to allocate extra one-time funds
- A computer rotation plan/upgrades and recycling computers in order to maximize the use of new computers

c. Online Learning Committee

The Committee is working on suggestions to make the website more user friendly for online users and a 508 compliance plan. The Online Learning Committee also discussed cleanup issues in regards to email addresses and web containers that are no longer being used by staff that has left the District. Brian advised ITC members that IS has not been able to determine an appropriate mechanisms in which to determine which email addresses or web containers are no longer in use. A possible solution could be to look at date triggers to make these determinations. Dean's offices may be able to offer assistance in this area as to which staff are no longer employed.

3. New Business

- a. Moodle Demo
- b. Discussion of Course Management Systems

a. Moodle Demo

Dave Raney gave the Committee a demonstration of Moodle. Dave is in the process of exploring the pros and cons of using Moodle.

b. Discussion of Course Management Systems (CMS)

Jodi discussed the following reasons the College would want to change from two course management systems to one in the future:

- When the College changes to the web portal system, we would buy the Enterprise addition of only one of the CMSs due to cost
- Better support and training for faculty teaching online
- BlackBoard bought WebCT so the two will probably merge

The ITC previously discussed issues that would arise for online faculty currently using WebCT as they convert to BlackBoard such as, time required to convert, features in WebCT that are not supported by BlackBoard, WebCT can randomize quiz questions, and email is handled internally in WebCT vs. externally in BlackBoard. Brian Nath advised the Committee that IS identified 6 WebCT users at Cuyamaca and 6 from Grossmont to discuss the issues noted above in order to receive feedback. The publisher for the math department uses has a plug-in available for use with BlackBoard.

4. Other

Jodi advised the Committee that Connie Elder will be the new coordinator of CIS and has also agreed to be the new co-chair of ITC if approves. The Committee approved Connie Elder as the new co-chair of ITC as of January 2007.

The meeting adjourned at 2:25pm.

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