Technology for Teaching & Learning Committee (TTLC)
March 28, 2011
Meeting Notes

Present: Joann Carcioppolo, Angela Feres, Carl Fielden, Janet Gelb, Kerry Kilber, Patty Morrison, Brian Nath, Will Pines, Chris Rodgers, William Snead and Judy Zander

1. Approval of Minutes. Minutes approved

2. Additions to the Agenda. No additions

3. MS Office 2010 Update

   a. Training. Notices about upcoming training are already posted in The Loop. Nadra will also be working with Bernadette to have a campus wide email sent announcing the training available. This information will also be communicated through Chairs and Coordinators.

   In person workshops will be held April 25-May 13. There will be workshops for those converting from Word 2003 to Word 2010 and from Word 2007 to Word 2010, as well as workshops for Outlook, Excel, and PowerPoint for all users. These workshops will be repeated during Fall Professional Development week.

   Nadra will also be promoting the webinars available through @One, and the loads of tutorials linked on the CATL website.

   Brian said he has perceived a lot of desire for training, especially with Word and Outlook. There are some big differences in Outlook; therefore Brian may ask Theresa to do additional Outlook workshops.

   b. Any Major Issues. Those who have already upgraded to 2010 have had no major issues. Patty encountered a few minor issues but said they were not hard to figure out. When she did need help she called Debbi at the District Help Desk and received help quickly. Those within 2007 shouldn’t have any problems

   c. Date for when all faculty/staff must migrate. All must migrate by Wednesday, August 10. Brian wants to emphasize that it will be up and running when faculty return at the beginning of the fall term. Reminders should be sent to faculty after spring break and before the end of the spring semester. He said he can provide Kerry with a list of those who have already converted at the next two meetings. He suggested that Chairs and Coordinators prompt faculty to upgrade sooner rather than later.
4. Progress Report from Tech Plan Task Force

Kerry apologized for sending the draft out late especially as it is so long. The plan was developed in responding to the charge by Academic Senate and Planning and Resources. A lot of research was done of other college’s tech plans and the good bits were incorporated.

Carl said he reviewed it and liked the portion on Universal Design, because even if the technology is designed for certain portions of the population, it benefits everyone. He said DSPS has resources in place to help people with Universal Design and Will Pines can do workshops.

Janet Gelb said she breezed through it and it is very good. She has a few thoughts she will email to Kerry.

b. Next Steps.
First we need feedback from TTLC. This is very much in first draft form and we would like to see if the overall organization is approved before moving forward. Kerry and Angela would like comments to be sent to them via email or you can phone either of them to discuss the plan. There will be further conversation at our next meeting. Angela and Kerry will work on it over the summer and have it fleshed out for the first meeting of fall.

The next step is to obtain input from ICS, IMS, IS, and others as appropriate. This will ensure we have good detail and technical support.

Janet said that the Best Practices Document or online teaching needs to be done simultaneously with the plan as it is needs to be integrated into certain areas of this document.

There was also discussion about the challenge of integration with the Activity Proposals as we do not want redundant work. It is hoped that with thorough technology planning (technology being more than just computers) the less need for the duplication of work in the activity proposals.

The question of how often this plan is to be updated was asked. It is scheduled as a three year plan, but with annual reviews

Currently the IRC ranks which Activity Proposals are funded. Some see a disconnect between this process and the IRC process. It is hoped that a process can be developed to provide a fair method of ranking to assist in how resources are to be
distributed. In a perfect world the plan would help with the creation of the budget, not the budget driving the plan.

Kerry will work with Tim and IRC on how best to integrate.

5. Rollover Plans for 2010/2011 and 2011/2012 Continued to next meeting


b. Highlights:
   - 59 computers available for faculty/staff from CSIS Rollover
   - 82 new computers ordered for faculty/staff
   - Plan to Order 40 new computers for faculty/staff in 2011/2012
   - Total 180 for Faculty/Staff
   - Process for determining who receives a new/updated computer is based on age of machine and other factors such as software requirements and role. Physical inventory still in progress and once we feel we have a fairly accurate list, we will begin the process of selection in IAC.

c. 2011/2012 – Contact Kerry with any questions.
   - 128 Computers & Monitors for Smart Carts (ordered)
   - 15 Document Cameras (ordered)
   - 40 Computers for Faculty/Staff (mentioned above)

6. Update from Distance Education Committee

a. Blackboard Student Orientation Pilot a Success.
   Janet said they had 88 students attend the orientation sessions during the first week of the semester. Thanks to Kerry, Nadra and Chris for providing support for these sessions. Lessons were learned about the implementation and it is hoped the sessions can be offered again in the summer and fall, as it is important to give students this option.

b. Best Practices Document
   The document is in process, but has been stalled a bit. Janet is awaiting input from colleagues she met at conference last week, and hopes to have it in raw form by the end of the semester. We are close, but not there yet.

c. Integrate updated DE Guidelines for Accessibility that were issued 2011
   Kerry has looked at these DE Guidelines that were issued in January by the State Chancellor’s office. She believes they are really good and fairly clear, but she is making herself more familiar with them. She will email them for everyone to review.
Will Pines will be having workshops and doing outreach to faculty to promote the philosophy of universal design that these guidelines are built upon.

d. Question from Faculty:
A faculty member was requesting access to Blackboard to block students and add guests. Brian requested the email be sent to him so that he could make a formal response. He said that access is based on enrollments and changes are made manually through an administrator. This was necessary to make the auto enrollment work.

e. McGraw-Hill & Blackboard Partnership – Create & Connect (Handouts Attached)
Cindy, a representative from McGraw Hill did a presentation of this tool at ITAC. It is used to create a seamless integration between our Blackboard site and McGraw Hill’s site. It makes all of McGraw-Hill’s resources available within Blackboard. Judy Zander has been using Create & Connect for 3-4 years and is hoping the college will support the implementation of this Blackboard module (building block). She said it is very important in the Accounting area because there is so much homework and it can be difficult to manage. Judy indicated that this tool is incredible in terms of providing students with feedback via the “check my work” button and links to sections students have trouble with in the eBook. Janet agrees that the product makes for a better, more robust experience for students.

IS supports this building block as it is created by Blackboard and will then work with any upgrades. They are hesitant to integrate products not written by Blackboard because they may not work with any Blackboard upgrades.

There was concern that our support of this building block will look like we are showing a preference for one publisher over another. However, the group looks at it as we are simply offering a tool to faculty to use, not endorsing McGraw Hill.

There were no objections, and Brian will bring it to ITAC.

Janet asked if we were still looking at Elluminate. Chris said that there were integration issues with it last year when he and Nadra looked at it. Chris will review it again and provide feedback to the group.

7. Grossmont Social Media

a. http://www.youtube.com/grossmontcollegevids

b. http://www.facebook.com/grossmont50years Become a fan!

Chris Rodgers stated that there are various departments that are using Twitter, Facebook, Youtube and a variety of other Social Media to highlight activities at Grossmont College.

We would like to have a central place to showcase these efforts and highlight activities at Grossmont College.

Please send your links to various social networks that you are using to promote Grossmont College to chris.rodgers@gcccd.edu.

District created a draft for social media guidelines. (Handout Attached) Please review and provide feedback to Angela and Kerry.

8. Tech Fair / Technology Showcase

Kerry and Nadra are trying to schedule a Technology Showcase highlighting how faculty members are utilizing technology on campus and to showcase ideas for the future. They are reaching out to faculty and staff to give the presentations and are confirming the schedule. The fair/showcase will be held on April 13th and possibly the 14th. The goal is for this to be an annual event.

9. Room Max for Online Classes

Barb Blanchard asked Angela to discuss this at TTLC with the goal of the committee providing a recommendation. Patty said that this is a negotiated item and it should be discussed with Jim Mahler from AFT. It was also suggested that we look at how other colleges handle.

10. IS Report Continued to next meeting

11. Technologies for Consideration Continued to next meeting

   a. EduStream – Take a look at: http://www.edustream.org/ or SD City College’s Site: http://www.sdccdonline.net/faculty/resources/Edustream/index.htm


12. Schedule Update – Should we keep or cancel May date. Agreed to keep

   a. April 25, 2011
   b. May 23, 2011

Other: Janet asked Brian to look at DreamSpark for obtaining inexpensive software for students.