Present: Kerry Kilber, Will Pines, Chris Rodgers, Nadra Farina-Hess, Janet Gelb

Approval of Minutes: Minutes approved

Additions to the Agenda: None

Tech Plan Revision Updates

Kerry met with ICS and IMS regarding the Tech Plan. They provided her with good detail to help fill in the blanks. She and Angela will work on the plan during the summer. They will send it out as they make major updates. It should be more complete by the time TTLC meets again in the fall.

Action: Kerry and Angela will work on the Tech Plan over the summer with the goal of presenting it to TTLC in September and then Academic Senate and Planning & Resources Council.

Distance Education Sub-Committee

Janet will send out a draft copy of the latest revision to the Best Practices document this week. She asked that if anyone wishes to make any additions, they should do so in a different color and return it to her.

At Will Pine’s request, Chris Rodgers set up a container on Grossmont’s website at http://www.grossmont.edu/accessibility/. This page has a list of links that people can use to obtain information about accessibility issues. Janet will copy and paste these links into the document.

It was thought that the Best Practices will work best as a short document with a lot of links. There is narrative followed by bullets.

Action: Janet will update the Best Practices Document and send a draft copy this week.

IS Report

Kerry stated that Debbi Smith received the job of Instructional Design Technology Specialist at the District. She is currently doing both her new job and her prior job.

Janet said she upgraded to IE9 at home, and the problems she had interacting with Blackboard two weeks ago have disappeared. She does not know if the improvements were made by
adjustments within Blackboard or because of something else. We should still make it clear to students and faculty not to download IE9 at this time.

Chris said he would like to ask Debbi to provide Janet an account on the test server so she could test out Blackboard version 9.1

**Action:** Chris will request Janet be set up with an account on the test-server

The District is migrating to Blackboard 9.1 on June 4. Chris has already contacted instructors who have online classes to advise them to contact him if they have any problems with the transition. Chris stated that the action bar and the way you open files is different and the way you upload files is totally different.

Nadra is preparing a word document to send to instructors that has links from Rhonda Bauerlein’s blog to Blackboard produced tutorials. She will also post this list on the CATL website.

**Action:** Nadra will send out the word document with links and post the links to the CATL website.

Chris felt that the workshops during Professional Development should focus more on how to design a proper course and the technical information can be presented through online tutorials.

IS was hoping to complete the Exchange Server upgrades during the spring, but they are now targeting a summer completion. There was some confusion on what this upgrade will provide, specifically in terms of accessibility to personal file folders.

**Action:** Kerry will ask IS for clarification.

Kerry said we again want to emphasize the mandatory installation of MS Office 2010, August 10, 2011.

The question was asked when staff might be getting Windows 7. Kerry said it is currently being deployed in some instructional lab and IS is committed to working on an image for faculty and staff usage for future. Janet said it is working fine for the CSIS faculty, although they had some initial problems. The CSIS labs are running 32 bit, and their faculty and Donald are running 64 bit.

Nadra asked about installation in the library. Kerry was going to speak with John and get back to her. Nadra will then verify with the other librarians, but she thinks that it might be best to do the installation an area at a time during the summer rather than right before the start of the fall semester.

**Action:** Kerry will get with John and then Nadra about installation of Windows 7 in the library.
Social Media - Draft Guidelines for Facebook Use

Kerry asked if anyone had a chance to review the latest guidelines prepared by Anne Kruger. She stated that she, Brian, Connie, and Anne had met and Anne updated the guidelines using their input. It was agreed that they are good best practices made to protect the college, but not hamper usage. There was a question around whether this should be presented to Academic Senate.

Action: Kerry will contact Sue Gonda to see about presenting it as an informational item to the Academic Senate.

Lab Updates/Rollover Plans

Sang and Kerry just finalized a list of 130 faculty/staff members that will receive new machines. This list will be submitted to IAC for review. Replacements were determined not only by looking at the oldest machines, but looking at the purpose of the machine. Therefore, some 800’s are not currently being replaced.

In addition to the above referenced 130 machines, ICS will be busy this summer rolling over 140 machines from CSIS into other labs and installing 128 new cpus into smart carts.

Tim has given Kerry an indication that we might get some funds next year for additional technology. Kerry is working with ICS on doing some planning for that possibility.

Proposed Calendar for 2011/2012

- September 26, 2011
- October 24, 2011
- November 28, 2011
- January 23, 2012
- February 27, 2012
- March 26, 2012
- April 23, 2012
- May 28, 2012

The proposed calendar was discussed, and it was decided that the January meeting should be eliminated because that is the first week of the semester. It was also decided to remove the May 28 meeting. This will still provide for three meetings a semester.