**TTLC**  
**September 27, 2010**  
**Meeting Notes**


Kerry called the meeting to order at 11:00. Angela was unable to attend.

- **Additions to the Agenda**—there were no items added

- **Welcome New Members**—New members included Linda Camara, an adjunct instructor from the Business Department, and Nadra Farina-Hess, the new CATL Coordinator.

- **Update from Academic Senate (Chris Hill) and Planning & Resources (Shirley Pereira)**

Chris was unable to attend. Shirley and Chris were asked to attend for their input as this Committee reports to both the Academic Senate and Planning and Resources. The Academic Senate deals with items relating to instruction, teaching and learning.

Shirley stated that Planning and Resources is in the midst of the planning cycle and planning process. Currently programs are asked to create six year plans and request funding for yearly activities to implement these plans.

In the past state grants were funded thru ETC (Equipment and Technology Committee). ETC was part of Planning and Resources, and has been dismantled. The ETC would meet and determine how to distribute funds to the divisions. The divisions would then meet and distribute funds to their departments. This funding was after funds were set aside for rollovers. The College did not receive these technological grants in the last year or so, but hopefully they will return. In the meantime, Planning and Resources hopes to continue to fund rollovers. They are doing so this year, with approximately $300,000 being set aside.

Individual requests are submitted through yearly planning activities to the Instructional Review Committee where activities are scored and recommendations are made to P&R. Often these request are regarding technology.

Planning and Resources has requested that TTLC create a new tech plan. It is to be the driving force as to where we go as college, including rollovers, and other activities deemed important. In the past tech plans were created by compiling the three year plans of individual departments. Then, if a department wished to purchase a technological item, the Dean of Learning and Technology Resources would see how that item related back to the Tech Plan for that department. The creation of the tech plan is a lot of work, but once it is completed the
college can move forward and purchasing recommendations can be made to Planning and Resources

- **Review of Charge, Members, Calendar and Operations**
  No issues were identified. There are a couple of positions that need filled in the membership and Kerry has contacted those departments about filling the positions.

- **Development of New Tech Plan (Vision, Rollover, etc.)**
  The prior tech plans used to look like departmental wish lists. It is thought that it should better describe overarching goals, and illustrate how we see the college in five years.

  The TTLC has been asked to create a Process for starting a new Tech Plan. As mentioned above, this was previously done department by department. It was asked if we should continue in this same vein or look at the tech plan globally. Chris Hill has requested a big picture view.

  Kerry stated that Sunny requested that when we are creating the tech plan we want to benchmark across the nation. She was provided with different examples of other plans.

  The plan should be an overall long term vision of what Grossmont wants to do with technology. We need to look further than 3 years. However, there is a need for both an overall component and detail piece.

  It was agreed that Kerry should consult with Chris on the Academic Senate’s views of this Plan, in particular is what needs to be different, and to help determine how the Tech Plan will be integrated with the college planning process. Kerry will meet with Chris and draft something to be presented at the next meeting.

- **Technology Request Process**
  In the past, the Dean of Learning and Technology Resources would review all the purchase requests submitted for technology. She would check to see if it matched with the tech plan and if installation and support were considered. This procedure has not been maintained after Kats’ departure. Brian does approve the PR’s and has made calls if he saw something of significance.

  It was suggested that items to be purchased be added to the TTLC agenda as an FYI. It might help if different divisions bundled requests to obtain discounts. Brian suggested that this suggestion might present a timing issue.

  A document that was created by Brian Nath and Tim Flood that will help with the Technology Request process was reviewed. It lists suggested information that should be required when requesting a technology purchase. The document was not meant to screen purchases, but to provide necessary information to those that will need to support the technology.
It was asked if there was anything the committee thought should be added to the list of questions. One suggestion was adding the warranty period.

It is a great checklist of items people should be considering when starting their purchasing process and when submitting an activity proposal.

Jerry Buckley mentioned a system they have at Mira Costa that automatically notifies various interested groups when a proposal is submitted.

Barbara Blanchard has requested a process be developed for purchasing. The purpose would not be to slow the process but to help expedite purchase. It should help with positive implementation.

Kerry agreed to talk to Tim about a process for okaying PR’s. She will then draft a process and will submit it at a future meeting.

- **Software Request Process**

  A chart of the Software Review Request Routing was presented. It was suggested that it should be distributed to the Chairs and Coordinators. It was also suggested that any forms listed in the process be placed on the Forms Depot.

- **Process for Standardization of Classroom Clicker Technology**

The request for standardization came through purchasing after. Jeff Lehman submitted a PR for some clickers that have not been previously ordered.

Clickers can be used for various functions including:

1. Attendance
2. Check-in during lectures or laboratory work
3. Quizzes with bar charts, shows degree of global understanding globally.
4. Some quizzing w/alpha numeric answers.
5. Surveys

Janice Johnson stated that she would like to see standardization as purchasing various clickers for different classes is a tremendous cost on students if they are not provided in the classroom. She also stated that it would be good to purchase clickers that flow into those adopted at San Diego State and Cuyamaca. Cuyamaca has standardized to I’clickers.

Jerry’s division has purchased labs with clickers.

It was suggested that a task force be implemented that first obtains information from the bookstore on what inventory we carry on clickers, and which classes supply them vs. those that are requiring the student to buy them. Then the task force needs to look at the different
functions offered by the clickers. A brown bag demo for all faculty members could then be presented.

Kerry suggested that the task force consist of: Pat Murray, Dave Steinmetz, Jeff Lehman and Janice Johnson. Kerry will pursue.

- **Office 2010 Upgrade**
  - Early Adopters Now (CSIS & BOT, other?)
  - Implement Spring Break 2010?
  - Training from CATL

Brian began the conversation about the Office 2010 upgrade for office machines by saying that currently IS is supporting Office 2003 and 2007. Office 2007 was pushed to the faculty, but its use was never enforced. There are a number of faculty members still using 2003. Although forcing an upgrade has not been pushed in the past, they do not wish to support three versions.

Education will be needed in advance. There was a big jump between the 2003 and 2007 versions. There is not that significant of a difference between 2007 and 2010, but it will be hard on those who did not upgrade when 2003 was upgraded. Although upgrades are liked by some, we don’t want other to think that big brother is forcing the upgrade.

They are looking at pushing out the 2010 version prior to a mid-spring enforcement.

We need training sessions and to communicate that the conversion will happen, well in advance.

Linda Camara suggested that it would be good to force the upgrade in fall because faculty, especially adjuncts, can train in the summer. Can push it out in advance, but not enforce until Fall.

The push into classrooms is different.

It was requested that the library and Tech Mall and library install 2010 at the same time as BOT and CSIS to support those students.

It was asked if this push will be done all at once with Windows 7. Brian stated that IS needs to analyze which machines can take Windows 7 and the cost. This assessment must be completed before a Windows 7 rollout is contemplated. The rollout will be very labor intensive. It is a slow and arduous process, however, it is a great thing, and where we want to be.

The meeting was closed at 12:22 pm.
There was not sufficient time to address the following agenda items. They will be carried forward. The minutes from the Distance Ed Subcommittee meeting will be distributed.

- **AutoDesk**
  - 3D Design & Engineering Software
  - CSIS purchased as Campus resource - 35 Licenses
  - Steve Baker’s area would like training for fac/staff – CATL?

- **Distance Education Subcommittee Update**
  - Online Instructor Best Practices
  - Blackboard 9 (any issues such as Automatic Announcements, Timing for Creation of Blackboard Containers, 9.1, 24/7 Bb Support, other)
  - Training for Faculty (CATL)
  - Training for Students
  - Eluminate
  - Mobile
  - Suggested Timeline for Bb Container Creation:

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<th>New Schedule</th>
<th>Old Schedule</th>
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<tr>
<td>Fall</td>
<td>1\textsuperscript{st} week in May</td>
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<td>1\textsuperscript{st} week in October</td>
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- **Professional Development for Fall and Spring (CATL)**
  - @One Training - ccone.org
  - Camtasia Licenses (Jerry Buckley)
  - Other

- **Wordpress – Online Summit Mag**

- **ISBN on web via Barnes and Noble – Do Faculty know about this?**

- **Website Update**

Attachments: