Present: Janet Gelb, Yvonne Mather, Debbi Smith, Brian Nath, Nadra Farina-Hess, Patty Morrison, Don Ridgeway, Angela Feres, Will Pines, Stephanie Mood, Janice Johnson, Carl Fielden, Henry Eimstad, Irene Palacios

- **Approval of Minutes.** The Minutes from October 25, 2010 were approved.

- **Additions to the Agenda.** None

- **Office 2010 Demo**

  Debbi gave a quick introduction of Office 2010. It should be an easy transition from 2007. After reviewing the software she found that the ribbon remains pretty much the same. Word and Outlook have the most changes, and most of these are bells and whistles. Word has added graphic items such as text effects, smart art graphics, picture editing tools, screen shots and clippings, and lots of new templates.

  In addition, if you forgot to save a file before closing, it can be recovered for a short time.

  Printing and saving are a little different.

  Excel has added enhancements of the pivot charts and tables. PowerPoint has added video editing and export.

  Outlook has the most changes. The ribbon is different, and they now have a people pane where information can be stored from different social networks including Facebook. Related Emails can be grouped into conversations and a person can make up their own shortcuts, such as forwarding and deleting emails using Quick Steps. A person should be able to send and receive emails without any training if they are on 2007.

  Janet Gelb said she researched a lot of publishers for quick reference guides to 2010. She found a really good one showing the differences. If they cannot find the money to purchase them they will try to make them available in the Bookstore.

  Kerry, Connie and Brian will be getting together to solidify early adopters from which feedback will be obtained. If a person becomes an early adopter, there is no help available to them.

  Janet said there will be a number of training sessions during professional development, and Nadra said she has found a number of 1-6 minute tutorials they will push out.
The update to Office 2010 is available for Macs also.

- **Progress Report on from Tech Plan Task Force**

Kerry stated that the members of the task force, (Patty, Angela and William) met with her individually. Concerns, issues, and the next steps were discussed.

The integration of the tech plan with the college planning process needs to be examined. We want to insure we are not creating duplication of efforts between the tech plan and the college planning process. Further exploration of how to integrate is needed, specifically as related to activity proposals. We want to meet departmental needs through the planning process and minimize surprises and disappointments.

Another piece is benchmarking. Some initial work has been done, but more is wanted to insure that it is comprehensive. Kerry said they hoped to have something more concrete to present at the next meeting.

A concern regarding the timeline for developing the plan was expressed. Kerry said they do not have an answer. However, if any needs come forward prior to a plan being in place they will be dealt with on an ad hoc basis.

Patty expressed a timing concern about activity proposals. Currently people may ask for items in their activity proposals that would not get tech approval because they are not compatible with current equipment or cannot be supported. Items should be reviewed by technical support prior to being submitted to IRC and approved.

- **Rollover Plans for 2010/2011**

Kerry felt it was a good idea to share the rollover plans. She began with a report showing the progress made on the rollover plan that was presented in the 2007-2010 Tech Plan. There is pretty good news. Most of the items on the plan are done or in progress right now. She asked that if anyone has specific questions they contact her afterwards.

The second informational item she shared was the 2010-2011 rollover plan. It consists of four stages. Stage 1 is new computers for instructional labs. We are looking at rolling over 178 machines during the December 20-Jan 12 timeframe. Stage 2 involves installing rollovers from stage 1 into other instructional labs. These computers are actually not that old, as compared to other instructional labs, and are still under warranty. Stage 3 is the allocation of $200,000 for new systems and the fourth stage is secondary effect rollovers from stage 2 or 3. Ninety-five new computers and approximately 59 rollover machines will be distributed to faculty and staff. A good portion of this word will be done throughout the summer.
Brian and Kerry will be reviewing the inventory of computers on campus to determine who receives an upgraded computer. The age of the current computer, software needs, and type of usage are used to determine who receives an upgrade. If someone has a sense that their machine is too slow, they should let Kerry know.

Brian said that we need to look into using some of the stage 3 money to update warranties on equipment in some of the Mac labs, such as the DMAC. He will be obtaining some rough numbers of the cost. Kerry said that those in charge of the DMAC are looking at possibly changing from Mac only to PC’s with some Macs.

Kerry said they are looking at rolling over and standardizing the Smart Carts in 2011-2012.

- **Update from Distance Education Committee**

Janet said they have been developing best practices for online. It has been going well and they have a good working group. They hope to present the document at the beginning of next semester, and then hopefully send it to the Senate as an FYI.

They are also looking at assisting online students during the first week of classes. New online students often need assistance in how to log in and navigating Blackboard. Volunteer faculty will man the Tech I lab all day on Monday thru Thursday and ½ day on Friday. The first half hour of every hour there will be a presentation of FAQ (compiled by Nadra, Angela and Chris), followed by a ½ hour one-on-one help. They believe this will make a huge difference to students in the first week. They will be advertising this assistance and will be send a request to online faculty asking them to send an email to their students prior to the beginning of the semester letting them know the help is available. Kerry and Janet will be developing the wording for this.

This is good support for the students, and if necessary, it will continue into the second week. The information will also be posted online.

While this is aimed towards online students, it may be looked at in the future to help online, hybrid and web-enhanced classes. It is the assumption that instructors should help the students with problems if it is a web-enhanced class.

It was requested that the wording explaining a hybrid class in Web Advisor be looked at in terms of the student’s point of view.
• **AutoDesk**

Autodesk is 3D Design and Engineering software. CSIS purchased a network license that provides for 35 concurrent users. The software consists of six separate apps that could be used by departments such as theatre arts, art, forensics, and health sciences. CSIS pays the maintenance fees on the software, so it there would be no additional cost to other departments. The only issue in using is the concurrency issue. Scheduling use would be important to make sure there is no overlap.

In an effort to have other departments get involved, a training session was held at the end of the spring semester. It was not well attended. Further training will cost money, so we may wish to come up with a train-the-trainer type of program.

Ideas for introducing the program to other departments include a session during flex week and a demo during the proposed tech fair.

Janet stated that there are Mac versions in this suite.

• **Wordpress – Online Summit Mag**

Wordpress is an online content management tool that is not compatible with ours. It is being used by the online version of *Summit Magazine*. Because of the compatibility issues, Donald Harrison has been hosting it on his personal server. To have it hosted on the Wordpress site will cost approximately $200. There will be a link from our website to theirs.

• **Website Update**

Henry said that the woman at Stamats that was helping with the design is pregnant and that has caused some delays. They hope to have a mini-operational site available to demo by the first of the year to show the subcommittee.

• **Social Media - Facebook Requests**

Rhonda at Cuyamaca has a process for creating a Facebook presence for departments. The Transfer Center at Grossmont has requested a presence. Kerry has contacted Wendy Stewart and let her know that we are supportive as long as someone in their area is appointed to oversee and manage the page (keeping it relevant and active). Another person in the area should also have access as well as Chris Rogers. Cuyamaca’s process is to assist with the creation and then turn it over to the department. Our policy will be written up so that departments will be aware.

Social media is a long conversation. We should start conversations about the process, including the social media icons on web pages.
Kerry said she will forward a good article about Facebook that was given to her by one of the librarians, Roxane BenVau.

She also stated that she will be creating a Blackboard account for TTLC to share documents.

**Schedule Update** – Should we keep or cancel January and May dates?

- January 24, 2011
- February 28, 2011
- March 28, 2011
- April 25, 2011
- May 23, 2011

It was decided that the January 24 meeting would be cancelled. The May meeting will be discussed at a later date.

- **IS Report:**

Henry said that Susan Glass is scheduling more IFAS training.

Last week at ITAC there was a consensus to not do a Blackboard upgrade over the holidays. Things have been stable. They are looking at scheduling the next upgrade sometime during the spring. A representative from Blackboard will be visiting both Grossmont and Cuyamaca on December 9 to talk about future developments. He may also listen to problems and issues, but this visit is more about showing where the product is headed.

Stephanie said she does not like how the new version does not let instructors email an announcement but instead sends the students an email telling them to log in to view the new announcement. In addition, there is a lack of formatting options in their email, and the added steps to the grading process are a problem.

IS upgraded the hardware on the Web Advisor system. Registration started last Monday and things seem to be performing well. The system will eventually run out of capacity, but they have done all they can with this computer. The next step will be expensive.

They are working hard with Blackboard to get them to continue to improve support and reliability. One of Blackboard’s vice presidents visited a month or two ago and he seemed to listen. A planning session is scheduled with them today to help us get ready for the next term.