Present: Angela Feres, Yvonne Mather, Nancy Tendal, Janet Gelb, Janice Johnson, Irene Palacios, Will Pines, Chris Rodgers, Pablo Martin, Adelle Schmitt, William Snead, Kerry Kilber

1. Approval of meeting minutes:

Approved

2. Additions to agenda:

None

3. Review Charge and Welcome New Members:

Introductions were made including our new members Nancy Tendal and Pablo Martin.

In reviewing the composition, it was stated that we had to add one new member to represent the new Allied Health Division (Nancy Tendal). Kerry stated that she does not know if Linda Camara will be continuing on the committee, and that we need to find a representative, if possible, for ASGC, as well as another administrative rep.

Faculty Co-Chair position: Angela said that her two years is up at the end of this term. She is willing to continue as Co-Chair, but if anyone is interested please let her know. The Committee votes and then the Academic Senate approves the choice.

Action Item: Place election for Co-Chair on the November agenda. Identify additional members as noted.

4. Agenda format and Posting of Meeting Minutes:

Kerry adopted a new agenda format from the one used in Leadership Council. This format organizes agenda items as to whether they are for informational purposes, need action, or are to be communicated broadly. Everyone felt comfortable with the new format and agreed to its use.

Meeting minutes have previously been posted to our Blackboard container but, due to accreditation, we need to make the minutes accessible to the Academic Senate.

Action Item: Kerry will contact Sue Gonda to create link to the minutes from the Academic Senate website.

It was suggested that archived minutes should also be posted.
5. **2011/2012 Rollover funds:**

We again received $200,000 to support technology on campus. Kerry stated that her role is to identify campus needs. This year we will be purchasing another 100 computer systems for faculty and staff. We still have a lot of old computers that are out of warranty, and it is difficult for ICS and IS to support them. We are hoping that continued resources will make it possible that no computer is over five years old.

In addition to the 100 faculty and staff computers we will be upgrading one lab, 20-120. It is the last lab to receive attention in the past few years. ICS is working with the folks in that area to see what they want done. The remaining items on the rollover list are fairly detailed and were determined with the help of Instructional Media Services. They include replacing old screens and purchasing additional laptops for checkout through IMS.

If the annual $200,000 is not sufficient to provide technology needs we can request additional funding but must provide justification.

6. **DE Subcommittee report:**

Janet Gelb began her report by stating that there is currently a new accreditation process for distance education and they are coming down hard on distance education. That is why we need to have the *Regular and Effective Contact Policy* and the *Best Practices* documents that the Distance Ed Committee have been working on ratified by this committee and the Academic Senate quickly. They need to be included in the accreditation process.

Colleges are being held accountable for regular effective contact and accreditation is looking hard at communication. A document has been posted on the accreditation website that shows pertinent questions being asked about distance education classes.

Kerry prepared a draft *Regular and Effective Contact Policy for Distance Education* by adapting those of other colleges to our needs. It is requested that committee members please read the document and provide feedback as soon as possible. A vote on the policy will be taken via email by next Friday.

Janet said one of the top agenda items of the Distance Ed Committee will be to push the use of Elluminate and provide more training throughout the semester for this versatile program. Elluminate is available through CCC Confer. It is free and only requires JAVA to operate.

Irene says Illuminate is a great tool and uses it to hold virtual office hours and for virtual class lectures. An instructor can use a webcam or microphone only. It provides a white board function and instructors can show apps from their desktop. A chat function provides communication just like being in the classroom, except the instructor does not see the students. Communication can be done by phone, but Irene finds it easier to use a headset and voice-over IP.
Kerry will be sending the Best Practices in draft form because it has not been ratified. Please read it and send any comments to Janet Gelb. It is a living document that is not cast in stone, and will be upgraded on a regular basis.

It was asked if our policies will be in collaboration with Cuyamaca. Janet said they even though we have communicated with Cuyamaca they are not. Cuyamaca’s is more of a certification and it is our understanding that the union does not allow us to certify. It is up to the chair or coordinator and dean to hire a person willing to comply with best practices before assigning an instructor to an online class.

**Action Items:** A vote on Best Practices will be placed on the October 24 agenda. A vote will occur on the Regular & Effective Contact Policy via email by October 7.

Another issue brought forward was pay for preparing an online class. This is a union issue.

Retention is a concern. We need to find a self-assessment survey for those interested in taking an online course and link it to our website. Janice Johnson said one of her first assignments is “Am I Ready for Online”.

Chris has been offering student orientations to Blackboard, and said the major problem is for students in on-campus classes where the instructor uses Blackboard as a support tool. The instructors may not understand design concepts or how to handle login issues.

Janet said Institutional Research has a document created by Jerry Buckley on their website that has very good stats on our distance education classes.

Online evaluations were discussed. Taskforces have worked on an equitable evaluation for years. A District wide evaluation committee is again being developed. It is hoped that distance education reps will be included. Janet said that if you have comments on the process you could send them to her and she will work on getting them to the new evaluations committee. It was suggested that evaluations could be created using the Best Practices checklist as a template.

7. **Tech Plan update:**

Kerry just emailed committee members the draft. It is about 30 pages long. The plan unites department rollover plans with our vision for future development. Yellow highlights in the document are details she needs to add in and input she needs to receive from ICS and IS.

It is hoped that this plan will save work. If planning is appropriate, the resources provided on an annual basis should provide for departmental goals and eliminate the need for activity requests. It was reiterated that activity requests are supposed to be for one time funds, but have in the past been submitted for the normal rollovers that Kerry deals with.
Kerry’s role is as overseer. Departments identify their needs and then ICS and IS analyze if the infrastructure is ready for the technology requested. All tech purchases come through Kerry’s office in advance.

The purchase of software licenses is also addressed in the new plan.

It was agreed that we will vote on the Tech Plan at our next meeting on October 24. The goal is for it to be presented to Planning and Resources on October 27 and to the Academic Senate on October 31.

8. IS report.

Kerry presented on behalf of IS. They are also currently conducting technology planning. They presented a PowerPoint about the plan at a joint ATAC/ITAC meeting and are updating it based on feedback received. Kerry hopes to distribute it once it is finished.

Kerry previously sent information on the Website update. Further information is available at: http://www.grossmont.edu/faculty_staff/gcredesign.asp

Chris Rodgers from Grossmont, Rhonda Bauerlein from Cuyamaca, and Debbi Smith from the District are all attending training on the new Course Management System. They have a few more classes, and then once they are trained, they will begin working with those identified in the different departments that oversee content or technical aspects of their web pages. The entire process may take a couple of years. It will be a long process and help will be needed from various stakeholders.

9. Any Other Business:

William Snead asked about wireless connections on campus. Kerry stated that wireless and mobile technology is addressed in the Tech Plan. A list of current hotspots is on the college webpage. http://www.gcccd.edu/online.services/wireless-net-access.asp