Technology for Teaching and Learning Committee (TTLC)  
October 24, 2011  
Meeting Notes

Present: Kerry Kilber, Angela Feres, Chris Rodgers, Yvonne Mather, Nancy Tendal, Brian Nath, Stan Malley, Irene Palacios, William Snead, Carl Fielden, Pablo Martin.

Approval of Meeting Minutes: The minutes from September 26, 2011 were approved.

Additions to the Agenda: None

Update on Posting of Meeting Minutes: Kerry has been in contact with Rochelle, the Academic Senate Administrative Assistant. Rochelle has started to upload the prior meeting minutes to the Academic Senate website. The current year’s minutes will be posted under current, and the prior three years will be posted under the archived link. Kerry will email the committee when all the minutes are posted.

Distance Ed Sub-Committee Report: Janet was unable to attend this meeting. Kerry said that the result of the email vote on the Regular and Effective Contact Policy was 10 yes votes. She did not hear from four members. She will keep the documentation on who voted. The policy has been placed on the Academic Senate October 31st docket for discussion.

Vote on Best Practices: Kerry asked if everyone had a chance to review the document. She displayed the document and said there were some minor changes that were made due to comments received from Carl Fielden and Will Pines.

Comments from the committee were that it is good, comprehensive, and very helpful in helping to better structure an online class.

The committee voted yes to move the document forward to the Academic Senate. It will also appear on the Academic Senate’s October 31 docket.

Next Steps: Cliff Quinn asked us to do some type of presentation on the Best Practices document during the next flex week. Kerry said she is open to other comments about how to push out. Suggestions included asking Debbi Smith to include it in the content section when she creates Blackboard containers, pushing it out to Chairs and Coordinators, including as part of the faculty handbook, and sending a copy to instructors scheduled to teach online in the spring (once it is approved).

It was discussed that the document will be updated yearly and that there will be standing workshops during flex weeks. We will need to determine whom the workshops will be aimed towards by gauging faculty interest. Some faculty members may be interested in developing an online component to their classes, but are intimidated.
A list of resources that our faculty uses would be helpful so that instructors could utilize online resources without having to learn everything at once.

William mentioned that SDCCD has a person whose sole job is to gives workshops regarding technology to all community college faculty members. The workshops are held every couple of months. William said that he will forward to Kerry the next notice he receives about the workshops.

**Tech Plan.** Kerry asked if there were any questions, comments, or concerns. It was then asked if the committee felt it was ready for more input from the general community. It is not being voted on as a final document. Feedback still needs to be obtained from certain areas.

This tech plan is longer than previous as the former Senate President was asked that the plan mesh with our strategic plans and goals. The goals would be established in line with the strategic plans and ways of reaching them should be embedded in the tech plan. This should save paperwork as each department only has to assure that their activity proposals fit into the tech plan.

Kerry has requested that additional questions be added to the activity proposal process that would help departments determine if their requests fit within the current structure. If they are not sure, they will be asked to contact her office.

One area of concern mentioned was software licensing. Departments may not know what others are doing and duplicate efforts. Kerry is working on developing a better software inventory, and in the future it is hoped that we may be able to purchase a system that tracks software.

There was discussion about standards for hardware and peripherals including items such as clickers.

It was asked if this plan included the library. Brian stated that the District and the college work closely together on library support. The college supports the OPAC’s, while district supports the library staff and the library system called SIRSI. The coordination and connection of the District and college plans is important for accreditation.

After discussion the committee unanimously voted to move the plan forward to the Academic Senate for input from the general community.

**CATL Report:** Nadra was unable to attend today, but she asked Kerry to remind the group that periodic updates on links to Office 2010 training videos are coming from Bernadette. The links were being published in this manner so that faculty and staff were not bombarded with everything all at once; however, there is a listing on the CATL website of all the links.

A second Technology Showcase is tentatively scheduled for April 25 and 26. There was not a lot of turnout last year, but Nadra and Kerry have worked with Cliff on placing it on the Professional Development calendar. Hopefully that will result in a better turn out.
Kerry received a flyer indicating that the college may have funds to send one or two to a conference in February. Information is at http://www.itcnetwork.org/elearning.html. She asked that everyone take a look at the site and let her know if he or she has an interest in attending. It is expected that those that attend share the knowledge they obtain at the conference with others.

**IS Report.** Brian introduced Stan Malley. He also stated that instead of listing Nath/Eimstad, the agenda should list Nath/Malley for the IS report.

IS is putting together their tech plan. They have been looking for input from different groups, including ATAC, ITAC and TTLC. They would like to hear ideas on what they should be looking at. There has been some discussion of also having Kerry and Brian meet with the Chairs and Coordinators to ask for suggestions.

Office 2010 was pushed out, and almost everyone has upgraded. A few have not, and Brian will be sharing that list with Kerry.

Wireless technology has been on the radar for some time. They have replaced old access points with newer. The goal is to have the system working 7/24. Please call the IS help desk at x7547 if it is not working. The use of wireless is increasing significantly, and IS is committed to making it better in areas of the campus where most students will be. There is a map on the district site that shows the wireless hotspots. http://www.gccd.edu/online/wireless.html

The new student services building and administrative building will be totally wireless.

They are also planning and getting ready for the move from modular village to the new buildings. The move is scheduled for the week before we go on break and two days when we get back.

A patch for Blackboard will be applied on the 28th. Per usual, the patch will be applied from midnight to 2 am to alleviate disruption. The patch is to aid those that use Macs to open pdfs. They have also had a little performance issue the other day so the Blackboard folks will be tweaking the system again. Hopefully it will make it better. Other than that, Blackboard is doing really well.

The computer room in the tech mall has been overheating for years. They are working on redoing the air condition system with Tim Flood, Gafcon and Dale Switzer. It is a big project that will most likely be completed over the summer.

Other: Kerry said that there will be an online instructor happy hour this Thursday.