Technology for Teaching and Learning Committee (TTLC)
February 27, 2012
11:00am – 12:20pm
70-066


Approval of Meeting Minutes: The minutes from November 28, 2011 were approved, with an addendum regarding the statement: “Brian told the committee that IS is looking into new registration software.” IS is not looking into new software; they are redoing the algorithm used for registration.

Additions to the Agenda: None

New Members: The committee introduced themselves to the new members: Joann Carcioppolo, Denise Schulmeyer, and Mike Reese.

Professional Development: Denise Schulmeyer discussed her new position and the goals of the new Professional Development department. Some improvements Denise is looking to make include online registration for Professional Development week and certification for online teachers. Kerry mentioned that Chris Rodgers and Adelle Schmitt attended the ITC Conference in February and will present what they learned at the next committee meeting.

The upcoming Technology Showcase was discussed briefly. Nadra mentioned some of the presentations would include info such as: texting without using a smart phone; drop box feature; cloud computing. Representatives from Microsoft and Apple will be at the showcase to discuss various topics such as Cloud Computing and the iPad.

Action: Chris and Denise to present ITC Conference findings at next TTLC meeting.

DE Sub-committee Report: Janet said the Best Practices document has been changed to Tools & Techniques and has been approved by the Senate. As a reminder, The Regular & Effective Contact Policy was approved by the Senate last semester.

The role of the Distance Education Subcommittee in the District’s accreditation process was discussed. Janet mentioned that documents, such as the Tools & Techniques documents, that will assist accreditation teams in answering questions related to distance education have been uploaded into GoogleDocs.

Kerry informed the committee that a Substantive Change Report is needed whenever 50% or more of a program in offered online. Joann Carcioppolo, Rochelle Weiser and Kerry are working on the document with Barb Blanchard. The goal is to have the Substantive Change Report ready for submittal to ACCJC by May.

Chris provided input on the Blackboard building block. Its role is to bridge the problem instructors have when they alter any formatting in the Word documents they transfer to Blackboard. The building block fixes some
of the formatting, but not all. Chris recommended that instructors avoid doing any formatting while in Word. Only alter the formatting once the document has been transferred to Building Block. Brian said Cuyamaca is waiting on a firm answer from Grossmont as to moving forward with MS Building Block. The committee agreed we should move forward with MS Word Building Block.

The Blackboard building block for Elluminate was also discussed. Chris recommended using CCC Confer directly as the building block seems to add extra steps for students and that it may be confusing for them. Brian confirmed that Cuyamaca does not want to install the Elluminate building block. The Subcommittee decided that we will not install this building block at this time. Janet mentioned she is going to a conference next week and will raise the Elluminate issues to see what other colleges are doing. Some colleges have a more seamless process than what Elluminate offers.

**Action:** Janet to discuss Elluminate issues with colleagues at conference and report back.

**Grades/Blackboard:** The list of courses currently appearing in many of our students Blackboard accounts is rather lengthy because we do not automatically make them unavailable to students when the courses are completed. This often creates confusion for students in terms of knowing which class to access during the current semester.

Kerry will contact Connie Elder at Cuyamaca to come up with some verbiage for an email to send to faculty. Janice Johnson agreed to proof the email. This memo should come from a positive stance that will show instructors how they can reactivate old courses if they need to do so (ex: an incomplete student). The committee feels a good guideline would be making a course unavailable 2 weeks after grades are due.

Archiving of older classes was also discussed. Currently we archive classes before they are deleted. Brian would like to see a task force developed to look at this issue, including development of guidelines for archiving. It was suggested that the DE Subcommittee look at this and offer its opinion on how long records should be kept. After some discussion, it was recommended that we should skip the “archival” step and after a pre-determined amount of time, such as 5 years, move a course from “Active” to “Deleted”. Instructors can archive their own records. The committee mentioned that some former students request information on their grades years after a class has been completed. This issue brought up a question about how long instructors must keep back up material for assigned grades. It was still recommended that the DE Subcommittee have a discussion on this and make a recommendation to the group.

Kerry asked if it would be beneficial to link Blackboard and Colleague concerning grades, and the committee felt this extra step would compromise security. Janet would like to know the official policy on handing in final exams to instructional operations when a course is offered online. Some online multiple-choice exams, when printed, can be very large. Kerry will raise this issue at the next IAC meeting. It was mentioned that some schools, such as SDSU, are not even required to turn in a copy of their final exams.

**Action:** Kerry to confer with Connie regarding a message to faculty about making classes unavailable. Janice will proof email.

**Action:** Kerry to discuss online final exam submissions with IAC at their next meeting.

**Action:** DE Subcommittee to make a recommendation on how long Blackboard/Online records should be kept, including back up material for assigned grades and what the pre-determined time should be before a course is deleted.
**Grademasters or Scantrons:** Kerry brought forth the issue on whether we should consider moving from Grademasters to Scantrons. Will Pines said that, in his experience, Grademasters malfunction consistently. They may be less expensive, but they are not of good quality. They seem to need frequent calibration, and this step is not being done on a regular basis. Do we have a maintenance contract with Grademaster? Kerry will look into this.

**Action:** Kerry will investigate whether we have a maintenance contract with Grademaster.

**CATL & Other Spaces:** Kerry reminded the committee that CATL will close at the end of this semester. Adjuncts and other faculty and staff are able to utilize computers and technology at other locations on campus. You can find all locations at [www.grossmont.edu/catl](http://www.grossmont.edu/catl) or [www.grossmont.edu/faculty_staff/cpuaccess.asp](http://www.grossmont.edu/faculty_staff/cpuaccess.asp)

**Tech Plan:** Kerry said she is making some updates on the Tech Plan based on additional input from District and other sources. She is also working on a process chart that will help explain the process for requesting new technology. Her goal is to present the process chart at next month’s meeting.

**Action:** Kerry to work on the process chart and present at next TTLC meeting.

**ITAC Representatives:** Nadra served as an ITAC Rep when she served as the CATL coordinator. Kerry said we need 2 representatives from TTLC to serve on ITAC. Angela Feres is still serving, but scheduling is an issue for her. Brian would like a faculty rep from TTLC, and Denise offered to do this.

**Action:** Denise to serve as Faculty Representative for ITAC.

**IS Report:** Brian mentioned that the Summer registration will have a new priority registration scheme. Students with 45-70 units will now receive priority along with the other groups such as Veterans, DSPS, etc. He also mentioned that new high school graduates will be given priority their first semester, but they will not have priority after that. The committee mentioned this could impede their progress. Brian also said the Fall will have similar priorities, with subtle differences such as soft and hard blocks being enforced.

**Classroom Clickers Task Force:** Kerry said this committee is trying to schedule a meeting in March.

**Action:** Kerry to organize a clicker task force meeting in March.