TECHNOLOGY COMMITTEE
Minutes of Meeting
September 12, 2011

ATTENDANCE: Jon Amador, ASG Representative Sylvia Duzaryan, Mike Brezina, Wendy Brill-Wynkoop, Ebony Coburn, Marlene Demerjian, Tim Doyle, Ron Dreiling, Chad Estrella, Kathy Flynn, Maureen Gallagher, Mike Gunther, Alex Halcyon, Victor Jadaon, Ron Karlin, Adam Kempler, John Makevich, Brian Malmeth, Saburo Matsumato, Scott McAfee, Be Phan, Sydney Shanks, Diane Sionko, Justin Smith, Boo Su, Jim Temple, Apple Representatives Sandy Brenner and Michael Hoy,

CALL TO ORDER: 3:15pm

PRELIMINARY FUNCTIONS

1.1 Welcome/Introductions
Jim welcomed everyone to the first meeting of 2011/12. Introductions were made all around.

1.2 Approval of Minutes
The May minutes were approved.

1.3 Approval of Agenda
The agenda was approved with a few changes to presentation lineup and 4.1 will be a presentation of technology used by students in the classroom.

REPORTS:

2.1 Ed Tech Committee
See item 3.3

2.2 Online Services
Mike reported that COC now has a partnership with EduStream.org, which gives us a way to provide streaming media through the EduStream system, which is a grant funded program hosted by San Bernardino Community College. To date, Regina Blasberg’s water videos have been posted. If you have streaming media you would like to provide to your class, it can be done through Edustream, which is a closed, password protected system. There is also the Open Educational Resources if you want to provide your content through a non-password protected publicly accessible form.

Edustream does not provide the closed captioning. The closed-captioning is done through the Distance Learning grant. Edustream is only the host (providing the bandwidth & technology for the player).

2.3 Accessibility Report
See item 3.2.
2.4 PAC-B Report
Jim reported that PAC-B has not met since May. At the last meeting, there was a brief discussion on an update from the formula task force, which is looking at creating formula-based budgeting. Update on the 2011/12 budget was also discussed, as was the request for forced-cost which were minimal compared to previous years.

2.5 Enrollment Management
Jim talked about issues discussed at the last meeting. FTES updates were discussed and the delay of putting out the numbers due to a Datatel bug (issue due to software not local issue) in regards to how the FTES were being calculated. Instructional offerings was discussed. The same number of sections will be offered as last year, but may not be the same courses. The budget was also discussed, with Sharlene Coleal going over updates in regards to revenue from the State and possible triggers coming up if we drop below what the anticipated revenue is. Currently we are status quo and the budget is better than anticipated.

ACTION ITEMS:

3.1 Website Workflow and Guidelines
Mike Gunther opened up the items for discussion (as was proposed at the May meeting). Information to the drafts was included in the May minutes. The committee agreed to put voting off until the October meeting to give everyone some more time to look the items over. The documents can be found on the Web Committee web site https://intranet.canyons.edu/Directories/Committee

3.2 Technology Master Plan
Jim thanked everyone who participated on a committee to update the Master Plan. Updates and feedback were received on the draft that he sent out to the committee recently, which will be implemented in the final review. The plan is to present the final draft for a vote during the October meeting, and then have the report printed, bound and made available. Jim passed out a few printed copies of the latest draft.

Please send any comments/feedback to Jim. Deadline for input is September 24th.

3.3 LMS Review
John Makevich reported on the latest development on the ongoing process. As prior reported, MoodleRooms and Blackboard were the two finalists in the review. As John reported at the last meeting, the consensus was leaning towards MoodleRooms but some technical issues that surfaced has to be addressed before a final decision could be made. Issue of not being able to import Blackboard test into MoodleRooms could not be fixed by MoodleRooms. After further meetings by the LMS Review Committee, a final vote was put forth and the final outcome was 13:1 in favor of Blackboard, which is the final recommendation being put forth by the committee.
This review process started back in Dec 2009. The next step will be, if there are no objections from the Tech Committee, Jim Temple will then obtain a quote. Jim added that the plan is provide the information now, bring it back in October for a vote by this committee to approve the renewal of the Blackboard contract, which will be effective July 1, 2012. In the meantime, things will be done on the hardware end (purchased, upgraded, etc) for the upgrade from version 8 to version 9. The hosted version of Blackboard is an additional $80,000 so we will maintain locally. The cost of ModdleRooms (which is hosted) is the same as the Blackboard locally-hosted cost.

The committee agreed to vote on the issue now. Motion to accept Blackboard as the LMS system beginning 7/1/2012 for a period of three years was put forth by Wendy Brill, second by Alex Halcyon and approved by the remainder of the committee. No one opposed.

John thanked everyone involved in the process. The new version will be implemented for the Fall of 2012, with a pilot phase Spring 2012.

**NEW BUSINESS:**

4.1 Demo of technology in classroom
Scott demonstrated the LiveScribe smart pen, which faculty may see students using in their classrooms. It is an mp3 player/pen that records while taking notes. The pen records every pen stroke and maps it out and correlates the strokes to the mp3 recording. The pen can then be put on any part of the notes and the corresponding part of the lecture plays back. Once the pen is connected to the computer, a duplicate of the notes can be printed out. The mp3 files can be saved and listened to later. The notepaper is special, but it can be copied.

DSP&S has purchased 18 pens and have made them available to DSP&S students for check out. The students are instructed to inform the instructor that they will be recording. Bob Maxwell uses the pen if anyone would like further information on how they can be used. Jim Temple added that one can be made available through the Tech Center if there is an interest.

4.2 Informer demo
Mike Brezina demonstrated the lastest Datatel query-building software program, Informer. It is a third-party software program. Eventually, Datatel will be entirely web-based (expected April 2012). Thus, with the web-based version, query builder will be going away and replaced with Informer. Separate log-on and security will have to be set up for users. There are current staff members using the program. Queries can be scheduled to run at specific times. Information can be saved as Excel and html and charting is also available. Does not replace WebAdvisor (for rosters).

Hoping to hold classes/training in October/November.
4.3 Apple demo
Sandy Brenner and Michael Hoy, Apple Representatives, provided a demonstration on using Apple products in the classroom and answered questions from faculty and staff on the latest technology.

4.4 Connection to CCC
Jim passed out a handout showing a background of the internet access for College of the Canyons, in addition to cost. The cost for the internet access is covered by the state Chancellor’s office. Due to the budget cuts, the TTIP program that funds the access has been cut, but monies were put aside that enabled the continued funding of primary access. In addition, we have a back-up line (DS3). Now, they are giving the choice of either maintaining our backup DS3 and picking up 75% of the cost or cancelling it. Jim was able to negotiate with Cenic and the Chancellor’s office to convert the DS3 backup to a 100MB link between Valencia and CCC (providing redundancy to both campus) and eliminate the existing two T-1 lines. While we will have to pay the $7000 for the next couple of years while CENIC builds out the central valley, once that is done, their hope is to go back and pick up the costs of colleges that kept the circuit. If that happens, they will pick up 100% of the cost between the two campuses.

If we did have the connection between the two campuses, CCC would not be able to access Datatel, email connectivity, file sharing, etc.

Adjournment: 4:45 PM

Next meeting: TBD
REPORT: Educational Technology Committee, April 25 2012

Reports

Blackboard—Chad
Chad shared information on the growth of BB usage over the past few years. As of Spring 2012, roughly half of all sections are utilizing Blackboard (700+).

Training – John
John and James asked the members to remind their constituencies that
- As of this summer, all Blackboard instances will be on Blackboard 9.1.
- The LMS review took 1.5 years and included 28 faculty members.
- Training in 9.1 has been on-going since January 2012.

Old Business

Update on Library/TLC expansion hardware and software –James
James shared information on the amount of equipment money that the state has allocated for the new building. This amount is less than had been expected. Accordingly, some reductions to technology have been made, e.g., rather than two rooms with lecture capture technology there might be one, rather than every study room having a flat screen monitor half of them will. Still, this will be a spectacular, state-of-the-art building.

New Business

Student email – Hsiawen
Hsiawen provided an overview of student email. Members encouraged IT to ensure that the new student email is populated into MyCanyons and that it integrates with Blackboard.

Sneak peak of a course template pilot project—John and Ebony—tabled until next month

Report on the wide world of OER—James
James reported that he participated in the global conference of the Open CourseWare Consortium last week in Cambridge, UK. The trip was grant funded. He shared a news article on the conference.

Announcements

James announced the following two upcoming webinars and said he would send details to the Ed Tech list:

May 1, 10:00-11:00, CCCOER webinar on finding OER
May 9, 12:00-2:00, ACCJC webinar on Distance Learning