Minutes

Information Technology Committee
Friday, September 25, 2009   B225   9:00am-10:30am

In Attendance:
Chris Seddon, Shirley Short, Ryan Glenn, Melissa Green, Michael Hunter, Jeff Karlson, Daniel Styer, Alexander Adan, Troy Koos, Linda Nuss, Jory Hadsell, Jacek Kozikowki, Sharon Terry, Tom Childress, Augustin Chavez, Daniel Kwong, Gabriella Nutall, Elaine Ader.

I. Approval of Minutes, 11 Sept. 2009 Meeting

A few minor amendments suggested and incorporated without objection. Minutes approved.

II. Announcements & Updates

Ed Tech
The Educational Technology Committee met on Sept. 24.

Streaming Media Server at District Office
The DO now has a streaming media server that is ready for use. This server accepts Flash files only; there is no conversion module. Mechanics of how instructors are to convert their files and upload them to the server have yet to be worked out. CRC will be doing live streaming of some courses in the Spring semester.

Google Apps for Education
Adoption of Google Apps is currently being reviewed by LRCCD counsel. Concerns have been raised about disclosure of student records to Google, which may be prohibited by FERPA. It was mentioned at the Ed Tech meeting that although many institutions have adopted Google Apps, some have declined to do so because of reservations similar to LRCCD counsel’s. One question raised at the meeting was whether it would be possible to make Google Apps available to faculty, for whom FERPA is not an issue, if student adoption is declined or delayed.
Media Services – Alex Adan

- Live streaming of some courses from the DO streaming media server may go live in the Spring.
- ITV courses will need a local server. Archived courses will be stored on the district server.
- Media services will soon be launching its new scheduling form. There will now be a requirement for a minimum of 2-weeks notice when media support is needed. The department is getting the word out that event organizers must fill out the media services request form in addition to any facilities requests.

Accessibility – Ryan Glenn

Nothing to report

Distance Ed – Jory Hadsell, Melissa Green

- Usage statistics for Desire2Learn are available at http://web.scc.losrios.edu/lms/reports. Of the colleges, SCC had the largest jump in usage from Spring 09 – Fall 09. SCC has created 723 D2L course sections and is being used by 234 faculty members.
- D2L is not exhibiting the gradual degradation in performance that was often the case with Blackboard.
- Some faculty have reported strong satisfaction with the LMS.
- Training is ongoing, and Instructional Technology is marketing usage of D2L for web-enhanced courses.
- Faculty may need to work more with publishers during the textbook selection process, since some are not familiar with D2L and may need to adjust their materials for use in it.
- Some problems have been reported with browser compatibility; this will be discussed at a later meeting.

Google Apps

In addition to information from Ed Tech Committee (see above), questions were raised as to why we would adopt Google Apps for Education when the applications are available freely to individuals. Advantages were cited, including:

- single sign-on
- ability for college to administer accounts
- enhanced potential for collaboration within the scc.losrios.edu domain

Computer Services – Augustine Chavez

Nothing to report
Office 2007 implementation – Augustine Chavez

- Training programs for Outlook and Word 2007 are almost finalized.
- Office 2007 will continue to be installed only upon request of individual faculty and staff. Adoption of the office suite is handled differently among the colleges; FLC, for instance, has migrated to Office 2007.
- Office 2010 will come out in first quarter 2010, but our practice is not to adopt new software packages they have matured. 2010 will have the same basic interface as 2007, so training will be worthwhile.
- All campus computers have Office 2007 compatibility packs installed.
- The question was raised that perhaps the IT Committee should discuss how we handle the upgrade cycle.

Budget – Elaine Ader
Nothing to report.

III. Discussion

IT Forum 10/22: purpose, rationale and job assignments

Discussion centered on the purpose and mechanics of the upcoming forum.

- Questions were raised at last meeting about usefulness of forum. The forum was originally created to address specific issues which are no longer current. Attendance at annual event has declined steadily.
- It was decided that this year the forum will not be simply question and answer; there will be some amount of dissemination of information about various IT issues.
- It should at the same time be an open forum, since part of its reason for being is to raise issues that aren’t discussed at regular IT meetings.
- Part of forum should address questions and comments solicited in advance.
- The committee should solicit question and comments from the public and publicize the event through various means, including:
  - Suggestion forms placed in computer labs
  - Online form
  - Advertising on plasma screens

Planning for the forum will take place according to the following assigned responsibilities:
# Technology on Campus Forums Task List

## Publicity and Updates

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<th>Task</th>
<th>Responsible party</th>
<th>Notes:</th>
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<tbody>
<tr>
<td></td>
<td>Academic Senate Announcement</td>
<td>Sharon</td>
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<td>Classified Senate Announcement</td>
<td>Sharon</td>
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<td>Deans Council Announcement</td>
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<td>Dept. Chairs Council Announcement</td>
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<td>Executive Council Announcement</td>
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<td>Senior Leadership Team Announcement</td>
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<td>ASG Announcement/Club Council</td>
<td>Sharon</td>
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<td></td>
<td>Email Students</td>
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<td>Email SCC Exchange</td>
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<td>Voice Mail</td>
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<td></td>
<td>Link on Home Page</td>
<td>Augustine</td>
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<td></td>
<td>Make Flyers and Posters</td>
<td>Jacek</td>
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<td></td>
<td>Post Flyers and Posters</td>
<td>Jacek</td>
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## Blog

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<th>Responsible party</th>
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<tr>
<td></td>
<td>Create Blog Entry</td>
<td>Jeff</td>
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<td></td>
<td>Monitor discussion</td>
<td>Jeff</td>
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<td></td>
<td>Collate input for presentation at forum</td>
<td>Jeff</td>
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## Forum Days

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<tr>
<td></td>
<td>Reserve Facility</td>
<td>Sharon</td>
<td>Check for competing events in quad (move to LR105 if necessary)</td>
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<td></td>
<td>Equipment Set Up</td>
<td>Alex</td>
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<td></td>
<td>Supplies (index cards, pencils)</td>
<td>Michael, Jacek</td>
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<td></td>
<td>Signage for day of event</td>
<td>Jacek</td>
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<tr>
<td></td>
<td>Moderator</td>
<td>Chris</td>
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<td></td>
<td>Recorder</td>
<td>Jeff</td>
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<td></td>
<td>Sign Language Interpreter(s)</td>
<td>Ryan</td>
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<td>General Assistance</td>
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## Other

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Exchange use, discussion boards and campus dialogs

This issue was prompted by a recent flurry of e-mails that followed a visit to campus by an anti-abortion group. Some of the e-mail messages raised the question of the proper limits of Exchange use and whether the college might be able to provide some alternative online tool for faculty and staff.

Chris Seddon noted that such incidents flare up periodically and tend to die out quickly, with a certain amount of self-policing by Exchange users and judicious use of the delete key. At one time the college set up discussion boards as an alternative forum, but use was very low.

Elaine Ader asked if Facebook might provide a convenient platform for such a tool.

It was suggested that if such a tool existed, then at the beginning of an e-mail flare-up someone, perhaps even an internal Exchange mailer, could inform the active participants of the alternative tool to use for non-essential discussion.

There was a general discussion in which the following ideas were raised:

- There may be no real problem here; periodic e-mail flare-ups may simply be something we continue to live with
- Any response should not be knee-jerk; this has been a longstanding issue and calls for a thought-out response
- We should consider doing surveys to assess needs and desires
- If the college does set something up, it will have to be something that is so clearly attractive that use will be viral
- With adoption of Google Apps, the iGoogle portal might provide ways for individuals to organize information without use of e-mail

IV. New Items

- Appropriate means for IT committee to push out info to the campus (e.g. blog)
- Browser compatibility in D2L
- Continued discussion of campus discussion tool
- Bandwidth shaping of some network traffic at DO