

ATLAS PLANNING GROUP
Wednesday, October 27, 2010, 3 a.m., Room 303

MINUTES

Attending:

Jeff Cantwell, Technology Co-Coordinator
Dawn Chun, Director of Research, Planning, and Grant Administration
Todd Finnell, Vice President for Information Technology
Michael Heumann, Instructional Co-Coordinator
Val Rodgers, Project Director

Instructional Co-Coordinator Update

Michael Heumann reported that there was an ATLAS Training Team meeting on October 26 which included Alfredo Cuellar, Dean of the Division of Behavioral and Social Sciences, and Frank Rapp, English Instructor/Basic Skills Coordinator. They were invited because Mr. Rapp is coordinating the basic skills training and Dr. Cuellar is proposing training for instructional excellence at IVC. There was discussion about how the ATLAS training could be integrated with the goal of developing a model for a District professional development program, including participation in the January 27th Professional Development Day.

Todd Finnell indicated that he will be responsible for a technology strand of training on January 27. It was agreed that several members from the ATLAS Training Team will also be involved. It was also agreed that although many training alternatives had been discussed and ATLAS can play a key role in the development of District wide professional development, the actual training for ATLAS must adhere to the goals and objectives outlined in the grant. We will plan to train the trainers on the four themes outlined in the grant--with a group of two or three specializing on each one. A decision was made to introduce all four themes during day one; have a consultant come to train on developing lesson plans for future trainings on day two; work with the trainers during spring as they develop their lesson plans; and then offer all four trainings during our camp in August. In addition, "Futures Forums" will be held monthly to supplement training in many areas.

Michael told the group that he has created a small survey to help gauge the interest in ATLAS training. He also plans to create a newsletter that he plans to send out with the application for the train-the-trainer camp.

Instructional Technology Manager Position

The team discussed the Instructional Technology Manager Position. Although the grant provides funding to supplement a position, budget issues will prevent the hiring of a full time staff member for at least the first year. It was decided that the best option would be to hire a consultant this year to work with Michael Heumann and the training team to develop the train-the-trainer camp in February and the subsequent training camp in August. The consultant would also assist with the Future Forums. Todd agreed to put together a pool of potential consultants who have expertise in technology and pedagogy best practices and who have a reputation of being motivating and engaging.

Technical Co-Coordinator Report

Jeff indicated that he is developing a plan to make visits to other Banner campuses that are comparable in size to IVC to view their support structure for a debit card system and other pieces of the grant. Those campuses could include Cuesta, Kern, and Antelope Valley. Todd will contact the Chancellor's Office to determine which Banner colleges are considered models for best practices.

Todd told the group that he met with Human Resources to start the internal advertisement for the Enterprise Manager position. He reported that if there are no internal applicants, it will be advertised outside within one or two weeks.

Progress has been made on the process to improve network connectivity to the Extended Campus, and companies have been contacted to evaluate our main campus wireless system. IT is also continues to investigate using Microsoft Live@edu to provide student accounts and other essential elements for students outlined in the grant.

Jeff will set up meetings with Sunguard and Strata and manage evaluation of systems to better coordinate and to improve ease of using Etudes, Grade Book, and other programs relative to the grant.

Time and Effort Reports

The group reviewed the time and effort reporting template that Val and Dawn developed and agreed that it seems to meet all the requirements. Val will send the template to Jeff and Michael.

Next Meeting

The next meeting will be on Wednesday, November 20, 10 a.m., Room 303.

The meeting adjourned at 11:05 a.m.