



**Imperial Valley College
ATLAS Planning Group Minutes
Board Room
Monday, March 23, 2011
10:00 A.M.**

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
Jeff Enz, Director of Enterprise Systems
Terry Norris, Tutorial Specialist
Taylor Ruhl, Dean of Learning Services and Instructional Technology
Rebecca Solache, Nursing Simu/Lab Technician
Wayne Wright, Microcomputer Media Technician

Recorder:

Adriana Sano, Administrative Assistant

1. Updates

a) Instructional Co-Coordinator Update

- Michael Heumann gave an update on the Futures Forum which took place on March 21st and informed the group there was a good crowd and it was a rousing start to the beginning of our Futures Forums. There was discussion among the group about the topic for next month's forum.
- Todd Finnell indicated he had some ideas for the next forum; he had some presentations that he received on slates and mobiles that he would like to go over with the group. Todd recommended 45 minutes of active demonstration/presentation with time set aside for discussion.
- Michael Heumann gave an update on the ATLAS faculty trainer groups and indicated the Technology Group may be interested in training faculty on the utilization of the new student email system once the beta program is implemented.
- Todd Finnell informed the group he met with State Parks and he would like to do a pilot program on video conferencing. The goal would be to look at ways that every faculty member can have the ability to introduce virtual conferences to students. Todd asked for recommendations from the group of faculty members that they would recommend.
- The group recommended reaching out to Daniel Gilison, David Zielinski, Gaylla Finnell, Manfred Knaak, and Lisa Solomon.
- Michael Heumann informed the group that he is working on scheduling a meeting with the faculty training groups in April.
- He informed the group the ATLAS Culturally Responsive-Team has created a video highlighting what they have been up to and wanted to share the video with

the college. The video features IVC students answering a simple question: “what do students want?” The video has been posted on YouTube at:

<http://www.youtube.com/watch?v=Ar47ASJv62g>

b) IT Co-Coordinator Update

- Jeff Enz gave an update on the Wireless Network at the Calexico Extended Campus and indicated the VPN tunnel is up and he is waiting for the access points to arrive; once they are installed wireless network will be available at the Calexico Extended Campus.
- Todd Finnell informed the group he would be getting a quote for an Epson Projector, audio system and interactive whiteboard for the CISCO Lab training classroom.

2. Collecting and Reporting Lab Data

- Val Rodgers distributed and discussed the ATLAS Objectives Matrix. She focused on Objective 1.4, in which lab technicians will be trained to train students in using a new system. Data will need to be collected from records kept by lab personnel to fulfill this objective. She emphasized that the group needs to determine what system will be used to track this data; once this data is collected it will be reported to the federal government.
- There was discussion on what system the labs across campus were currently using. TutorTrac and Timekeeper were the two systems currently in place.
- Val Rodgers recommended that TutorTrac be used to consolidate all labs across campus.
- Wayne White informed the group that TutorTrac has the capability to track both tutor’s and student’s time and can collect all necessary reporting data.
- TutorTrac is an accountability system that can track various applications and track time, by student, tutor, and or subject.
- Rebecca Solachi informed the group that the Nursing Lab uses Timekeeper to track student’s time, but it does not track tutor’s time.
- Wayne Wright informed the group that TutorTrac as currently deployed has some limitation in the report module and an updated version would be required. The only issue is a new server is needed in order to implement a new version of TutorTrac.
- Todd Finnell indicated that IT would be able to provide a server infrastructure for all applications and determine if an application can run in a virtual atmosphere. Once the virtual environment is implemented IT can light up a server to use as a test bed for new applications.
- The group discussed the possibility of using swipe cards in the future to be able to track students.
- Rebecca Solachi informed the group that Nursing would have no problem switching over to TutorTrac; the only issue would be timing. The switch would need to be implemented at the end of the Spring semester to be ready for the Fall.
- The consensus was that the labs across campus have one tracking system and using TutorTrac would fulfill the ATLA Project Objective 1.4.

Action: A Webinar with TutorTrac will be scheduled for the ATLAS Planning Group.

3. Interim Report

- Val Rodgers informed the group that she received an email from the ATLAS Program Officer informing her that an Interim Report for the ATLAS Grant is due April 29, 2011.
- She asked the group to provide highlights of the goals for each area, extent to which the expected outcomes were achieved, and contributions the project has made.
- She indicated there is a Project Status Chart which she has completed and will be sending it out to the group for their review and comment.

Action: The group to provide information by the end of the next week.

4. ODS Update

- Jeff Cantwell gave an update on the Operational Data Store (ODS) model, and the assessment of the student module in Banner. The student module assessment was performed by Paddy Wong from Strata Information Group (SIG) who has provided a report which lists recommendations to address specific areas to enhance student services.
- He would be meeting with SIG to determine the cost of implementing SIG's recommendations and looking to spread the cost over the five years of the ATLAS Grant. The high range is estimated at \$104,000 to have SIG come on sight and do all upgrades on Banner.
- Jeff Cantwell informed the group that he would be meeting with Gloria Carmona, Jan Magno, and Kathy Berry to prioritize what can be implemented.
- The intent of the assessment is whatever is implement will be self-sustaining by the institution.
- Jeff Cantwell updated the group on launching ODS and is working on formalizing cost and moving to the next step.
- Todd Finnell informed the group that the institution needs to move in this direction because it does not have a sustainable model of being able to provide the type of data and reports to support the different departments.
- Todd Finnell informed the group that the total cost of implementation is approximately \$140,000 which includes training, one-time licensing fee and consulting fee. There is an annual maintenance cost of \$15,000, and he is working on offsetting the cost with the current IT budget.
- Todd Finnell informed the group he spoke with Sergio Lopez, Dean of Student Services about the student debit card, and Sergio is on board.

The meeting was adjourned at 11:00 a.m.

Project ATLAS TS Objectives Matrix

	1.1	1.2	1.3	1.4	2.1	2.2	2.3	2.4	3.1	3.2	3.3
Objective 1	Fail to Fall overall persistence rate	Graduation rate of all Hispanic students	Success rate of courses implementing use of technology	Train lab techs to train students to use new systems	Train faculty trainers who in turn train other faculty to use new technology and/or other strands	Train CTE Program faculty to use technology and/or other strands	Train instructors to incorporate tech/other strands in course delivery	Students benefit from instructors' use of tech in courses	Train computer technicians	Staff use customized reports to make decisions	Cost Ctr sprvr use customized reports to make budgeting decisions
Measure	4% increase (4862 to 5204)	3% increase (497 to 772)	5% increase (6108 to 6555)	4A1							
Source	From Banner data analyzed by researcher	From Banner data analyzed by researcher	From Banner data analyzed by researcher	From records kept by lab personnel	From records kept by Academic Coord	From records kept by Academic Coord	From records kept by Academic Coord	From records kept by Academic Coord	From records kept by Tech Coord	From records kept by Tech Coord	From records kept by Tech Coord
Method				Year 1: Training sign up sheets Year 2-5: Lab Records	Training sign up sheets Fac logs for prep Fac logs for mentoring Trainer Evals	Training sign up sheets Fac logs for prep Fac logs for mentoring Trainer Evals	Fac logs	Student Survey using CRNs of teachers trained	Technician logs	Employee survey to show staff are using technology to make decisions	Employee survey to show budget decisions are made using technology
Baseline	FO8 to FO9 all students persistence rate 57%	Overall FO9 Hispanic students grad rate 5.5%	Overall FO9 success rate 68%	Baseline 0	Baseline 0	Baseline 0 of 34 CTE programs	Baseline 0	Baseline 0	Baseline 0	Baseline 0	Baseline 0
Year 1 Fall 2011	N/A	N/A	N/A	Train 10 computer techs who in turn will assist students	Train 15 faculty members who in turn will train other faculty	10% CTE programs	N/A	15 trained fac will report using tech and/or other strand in classroom with 90% student satisfaction	Train 10 computer techs who in turn will train staff to use tech equip	N/A	N/A

	1.1	1.2	1.3	1.4	2.1	2.2	2.3	2.4	3.1	3.2	3.3
Year 2 Fall 2012	1% over baseline 58% 4911	N/A	2% over baseline 70% 6288	Trained Computer Techs will assist 500 students	Trainers train 50 Faculty members to use tech to improve stu learning 43 new to a strand 73% FT/27%PT	20% 7 CTE programs	28 trained fac will incorporate	29 trained fac will report using tech and/or other strand in classroom with 90% student satisfaction	Computer techs train 25 staff to use tech equipment	50% of staff use customized reports to make decisions	40% of Coast Cr sprvsr use customized reports to make budgeting decisions
Year 3 Fall 2013	2% over baseline 59% 4960	1% over baseline 589	3% over baseline 71% 6378	Trained Computer Techs will assist 750 students	Trainers train 50 Faculty members to use tech to improve stu learning 43 new to a strand 73% FT/27%PT	40% 14 CTE programs	64 trained fac will incorporate	44 trained fac will report using tech and/or other strand in classroom with 90% student satisfaction	Computer techs train 35 staff to use tech equipment	60% of staff use customized reports to make decisions	60% of Coast Cr sprvsr use customized reports to make budgeting decisions
Year 4 Fall 2014	3% over baseline 60% 5009	2% over baseline 680	4% over baseline 72% 6466	Trained Computer Techs will assist 1000 students	Trainers train 50 Faculty members to use tech to improve stu learning 43 new to a strand 73% FT/27%PT	60% 20 CTE programs	100 trained fac will incorporate	61 trained fac will report using tech and/or other strand in classroom with 90% student satisfaction	Computer techs train 45 staff to use tech equipment	75% of staff use customized reports to make decisions	75% of Coast Cr sprvsr use customized reports to make budgeting decisions
Year 5 Fall 2015	4% over baseline 61% 5204	3% over baseline 772	5% over baseline 73% 6555	Trained Computer Techs will assist 1500 students	Trainers train 50 Faculty members to use tech to improve stu learning 43 new to a strand 73% FT/27%PT	80% 27 CTE programs	136 trained fac will incorporate	76 trained fac will report using tech and/or other strand in classroom with 90% student satisfaction	Computer techs train 55 staff to use tech equipment	90% of staff use customized reports to make decisions	90% of Coast Cr sprvsr use customized reports to make budgeting decisions
Person Resp	Val/Dawn	Val/Dawn	Val/Dawn	Lab/Personnel	Michael	Michael	Michael	Michael	Todd/Jeff	Todd/Jeff	Todd/Jeff