



**Imperial Valley College  
ATLAS Planning Group Minutes  
Holtville, CA  
Monday, May 25, 2011  
10:00 A.M.**

**Attending:**

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

**Recorder:**

Adriana Sano, Administrative Assistant

**1. Updates**

**a) Instructional Co-Coordinator Update**

- Michael Heumann gave an update on the ATLAS Showcase and stated that it went very well.
- He announced the IVC 2020 ATLAS Conference is scheduled for August 16-17, 2011, and 24 faculty members have signed up so far. The application deadline is June 6<sup>th</sup>. He informed the group that three lead coordinators have been picked for the conference, David Zielinski, Angie Ruiz, and Sidne Horton
- Valerie Rodgers announced she and Dawn Chun would be coordinating fundraisers to raise money for prizes to give away at the conference and Futures Forums.

**b) IT Co-Coordinator Update**

- Jeff Cantwell gave an update on Student Assessment, and reported that Paddy Wong, Consultant from SIG would be on campus on June 20<sup>th</sup> to work on the 320 Report and MIS Reporting.
- Jeff Cantwell announced the first SIG Bolt-on Webinar took place on Tuesday, May 24<sup>th</sup>. He went through the different features available using new add-ons which include an online scheduler and online grade submittal for faculty.

**2. Progress of TutorTrac**

- Todd Finnell gave an update on the TutorTrac Web demonstration that took place on April 15, 2011. His observation was that the labs are not taking

advantage of the full functionality of the TutorTrac program. The labs are currently only using TutorTrac to log student time.

- Todd Finnell noted that once the students are in an Active Directory, the District will be able to track students through the Active Directory.
- He informed the group that the new Technology Building would be completed in the next five years and all labs will be housed in one building. He indicated that continuing conversations between departments will need to take place on how the tutoring labs will be managed, who will be responsible for the labs and TutorTrac.

### 3. **DegreeWorks**

- Jeff Cantwell gave an update on DegreeWorks and indicated the plan is to upgrade to the latest model by August. Mike Fox, Consultant from SIG would be on campus the week after the Fall semester begins to work out any problems with the system.
- The plan is to launch DegreeWorks to staff and students as soon as all upgrades are complete and all issues are resolved.

### 4. **Waitlist**

- Todd Finnell updated the group on Waitlist, and indicated he and Jeff Cantwell have met with Jan Magno and Kathy Berry and the next step would be to set-up a Web Conference with Foot-Hill De Anza with their implementation team.
- Todd stated that there may be limited implementation in the Fall with full implementation in the Spring.
- Jeff Cantwell informed the group that the next upgrade would take place soon from CALB 8.3 to CALB 8.5, which would eliminate the defects which affect Waitlist.

### 5. **Other**

- Omar Ramos gave an update on student emails, and stated he should have a new beta test ready in the next couple of weeks.
- Todd Finnell commented that the key element is the student identity issue and how this issue would be resolved. He indicated student identity is tied into live@edu, and PaperCut. The goal is for students to have access to the different student portals using their student ID cards. The implementation of the student swipe cards is slated in ATLAS for next year and the platform would be ready in the Fall.
- Todd Finnell announced that the Fiscal Crisis & Management Assistance Team (FCMAT) are scheduled to be on campus on June 13<sup>th</sup>, 14<sup>th</sup>, and June 21<sup>st</sup>.
- Todd Finnell informed the group that the Calexico Extended Campus would be closed by June 30<sup>th</sup>. There was discussion on whether the lab would be moved, and whether IVC can use SDSU labs.
- Valerie Rodgers mentioned that CIS classes were moved to the IVC Main Campus and some classes have been cancelled due to the 10% cuts.

- Todd Finnell informed the group that the District would be standardizing the network, desktop, and servers with HP Products. All new HP computers will come with a five-year warranty model and trade-in program.
- Todd Finnell announced he has been appointed to serve on the Etudes Board of Directors.

The meeting was adjourned at 12:15 p.m.