

**ATLAS PLANNING GROUP**  
**Wednesday, November 10, 2010, 10 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  
Kathy Berry, Vice President for Academic Services  
Taylor Ruhl, Dean of Learning Services and Instructional Technology

**1. Instructional Tech Manager Position**

Val Rodgers discussed the status of the Instructional Technology Director position that was written into the grant initially. The plan was to reclassify an existing classified position to a classified manager and have the grant supplement 30% of the funding for the position. IVC policy prevents us from reclassifying a classified position to a classified manager. In addition, the budget problems prevent us from creating a new position. All agreed that we will not be able to hire a full time staff member this year and depending on the budget, may not be able to hire even in year two.

The group also agreed that in order to go forward with grant activities, we do need a person under the grant that would have the training and skills to

- provide a vision for instructional technology on campus
- help with the train-the-trainer conference in February and the training camp in August
- facilitate the Futures Forums for the spring semester

All agreed that the best option seems to be to use the funding to hire a consultant to work with Michael Heumann and the training team. Todd is putting together a pool of potential consultants who have expertise in technology and pedagogy best practices. He will ask the potential candidates to submit resumes.

**2. Training Technicians – Objective 1.4/Objective 3.1**

The group discussed issues surrounding the implementation of activities to meet Objectives 1.4 and 3.1 of the grant, which deal with training computer technicians who will train other technicians, who will in turn train and mentor students, faculty and staff. It was decided that the first step should be an assessment of skills for technicians at IVC. The group agreed that the assessment should not be just for employees classified as computer technicians, but for all employees who have similar job functions or requirements. Kathy Berry indicated that the timeline is very important because the window to reclassify positions for classified staff closes January 31. Todd Finnell said he would contact a company that works through the State to do the assessment. Because the company is affiliated with the State, the cost will be reasonable.

### 3. Updates

#### Instructional Co-Coordinator Update

Michael Heumann updated the group on activities of the faculty training team. He sent out a call for applications for the train-the-trainers conference that will be held on February 8 and 9; and he has received eight responses. He plans to hire consultants to do specific content in areas outlined in the grant (classroom technology, culturally responsive teaching, social media for the classroom, and paired classes/collaborative learning) as well as training on how to develop an effective training session for faculty. He worked with the training team to develop a schedule draft, which is below:

#### 2011 ATLAS Train-the-Trainers Conference, February 8-9, 2011, Imperial Valley College, Room 2751

##### Tuesday, February 8, 2011

Time	Topic
8:00-8:30 AM	Continental Breakfast
8:30-9:00 AM	Welcome and Introductions Michael Heumann, ATLAS Faculty Coordinator
9:00-10:15 AM	Culturally-Responsive Teaching Dr. Alfredo Cuellar, Dean of Behavioral and Social Sciences Division
10:15-10:30 AM	Morning Break
10:30-11:45 AM	Paired Classes and Collaborative Learning [Speaker TBA]
11:45 AM-1:00 PM	Lunch Break
1:00-2:15 PM	Social Learning for the Classroom and Beyond [Speaker TBA]
2:15-2:30 PM	Afternoon Break
2:30-3:45 PM	Enhanced Technology for the Classroom and Beyond [Speaker TBA]
3:45-4:00 PM	Wrap-up

**Wednesday, February 9, 2011**

Time	Topic
8:00-8:30 AM	Continental Breakfast
8:30-9:00 AM	Welcome and Introductions Michael Heumann, ATLAS Faculty Coordinator
9:00-10:15 AM	Train-the-Trainers I [Speaker TBA]
10:15-10:30 AM	Morning Break
10:30-11:45 AM	Train-the-Trainers II [Speaker TBA]
11:45 AM-1:00 PM	Lunch Break
1:00-2:15 PM	Train-the-Trainers III [Speaker TBA]
2:15-2:30 PM	Afternoon Break
2:30-3:45 PM	Train-the-Trainers IV [Speaker TBA]
3:45-4:00 PM	Wrap-up

**Tech Co-Coordinator Update**

Jeff Cantwell and Todd Finnell updated the group on activities for the technical side of the grant. IT is conducting an assessment of Banner systems for the Student Module, which includes the areas of Instruction and Admissions. The assessment will focus on business processes and reporting solutions, and should provide a roadmap for activities that need to be accomplished through the grant. The goal is to use baseline Banner to fit our needs and to keep customization minimal because it is hard to maintain. They have also been working with SunGard to develop an agreement for a cost effective data storage solution. They also reported that they will be visiting Kern Community College to review their processes. Kern, Sungard, and Banner California Solution Center are developing a data storage system that uses Argos Reporting System. Jeff has been in contact with their IT staff and they are enthusiastic about working with IVC staff to share their processes. Jeff indicated that they have also set up a conference call to discuss improvement of the BOG waiver process for students.

The plan to implement the wireless network is moving forward as is the plan for student email and other electronic tools which allow learning environment tools to be provisioned automatically, online storage, and a debit card system for students.

The focus will be to use the ATLAS grant as a catalyst to change campus technology to move us to 21<sup>st</sup> century and provide students a high quality experience.

#### **4. Time and Effort Reports**

Val Rodgers told the group that Time and Effort Reports are up to date.

#### **5. Other**

Val Rodgers informed the group that Omar Ramos created an ATLAS web page;  
[www.imperial.edu/atlas](http://www.imperial.edu/atlas)

The meeting adjourned at 11 a.m.