



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Monday, October 21, 2013
3:30 P.M.

Attending:

Michael Heumann, Project Director
Sidne Horton, ATLAS Coordinator
Todd Finnell, Vice President for Information Technology
Jeff Enz, Director of Enterprise Systems
Jeff Cantwell, Director of Application Services
Jose Carrillo, Director of Institutional Research

Recorder:

Adriana Sano, Administrative Assistant

1) Updates

a) Instructional

i) ATLAS Training

- Sidne Horton reported ATLAS sponsored training will continued this month and next during campus hour 12-1 p.m. and after hours 5-6 p.m.
- Next scheduled trainings are as follows:
 - Prezi 10/22/13, Room 801
 - Mental Health Awareness 10/22/13, Room 411
 - Voice Thread 11/5/13, Room 801
 - Screencasting 11/6/13, Room 2734
- The DE Training sponsored by ATLAS was moderately attended.
- Todd Finnell asked the group to consider Starfish training or some alternative for the spring. Starfish is a new tool for a comprehensive Early Alert System. Counselors would use this system for advising and scheduling, and faculty would use the system for Early Alert and attendance.

ii) Puente Project

- The group discussed the possibility of exploring the Puente Project with the help of ATLAS.

iii) ANNUAL PERFORMANCE REPORT

- Michael Heumann informed the group that the APR is due January 21, 2013.

- Major changes coming to the APR next year. The group discussed looking into a tutoring grant as the next venture.
- Michael passed out Surveys for the group to review that he would be sending out to the prospective groups (Administration, Faculty and Students). The data he collects will be used for the APR.
- The group discussed objective 1.4 – training 10 Computer Technician. This objective would be fulfilled by using Blackboard 24/7 to collect training data.
- Substantive change in the APR would be training being completed by ATLAS trainers and not specifically “Computer Technicians.”

b) IT

i) Student Newsletter

- Jeff Enz informed the group that a student group on campus is starting a student newsletter; IT would be interested in adding tips and tricks section for student on new applications.
- The group discussed student’s training students and ATLAS paying for the Student Trainers.
- Jeff Enz would bring this topic up at the next STAC Committee meeting.

ii) DegreeWorks/HR Module

- Jeff Cantwell informed the group that the implementation of these modules is progressing, in-depth training to some departments will be necessary once the module is complete.

iii) Strategic Planning Online (SPOL)

- Jose Carrillo reported that implementation of SPOL is in the development stage of uploading data, 60% of local data has been uploaded.
- The goal is to have SPOL completed by January to be able to start training faculty in the spring to enter their Program Review.
- Discussed linking institutional goals and objectives with EMPC goals and objectives.
- Program Review data is also being uploaded.

iv) Spring Conference

- The group agreed that Distant Ed Training would be offered at the January Conference. The conference will take place January 16, 2014, the Thursday before the beginning of the spring semester.
- The group discussed including other training at the spring conference (i.e., Starfish, DegreeWorks, and SPOL). ATLAS can support the training for these different systems.
- Discussed use of the carryover funds; using \$20,000.00 for CurricUNet and the remainder for Banner consulting.

The meeting was adjourned at 4:30 p.m.