

**ATLAS PLANNING GROUP**  
**Wednesday, October 13, 2010, 4 p.m., Room 906**

**Minutes**

**Attending:**

Jeff Cantwell, Technology Co-Coordinator

Michael Heumann, Instructional Co-Coordinator

Val Rodgers, Project Director

Dawn Chun, Director of Research, Planning, and Grant Administration

Todd Finnell, Vice President for Information Technology

**Year 1 Activities Timeline:**

The group reviewed the ATLAS Grant year 1 activities timeline and discussed progress that has been made.

**Personnel:**

Support for instructional technology was discussed. The group agreed that a person is needed that will provide a vision for instructional technology on campus. Michael Heumann indicated he believes we need a person who will be able to facilitate the future forum activities for campus staff, someone who is aware of new technology developments. As proposed in the grant, the person should also provide leadership for integrating technology with instruction. This item will be discussed at the next meeting.

The group also discussed clerical assistance for the grant. Val Rodgers reported that the Administrative Assistant to the Vice President for Information Technology will be providing support for the grant, both for the instructional side and the technical side. The group agreed that a person with the expertise of an Administrative Assistant will be an asset to grant implementation. Dawn Chun reported that the hiring committee for the administration assistant had screened the applications and interviews are being scheduled.

The Enterprise Manager job description has been developed and is making its way through shared governance groups.

The group discussed changes in personnel that have occurred since the grant was written that will impact grant activities, including Todd Finnell, the new Vice President for Information Technology. The group discussed how the grant activities dovetail with the District Technology Plan and with the projects that will be implemented by the IT department staff the first year of the grant as well as subsequent years. Todd Finnell told the group that he will be devoting much of his time to grant implementation.

## **Technical Co-Coordinator Report**

Jeff Cantwell and Todd Finnell reported progress made on the technical side for grant activities:

IT has been exploring costs of raising network connectivity to the Extended Campus. They described the unacceptable situation that has been an obstacle to teaching and learning at the extended campus and the progress made on a plan to improve the campus with implementation of a new wireless system.

The group agreed that the Calexico Campus should be included in the expansion of the wireless network that will take place in the 2010-2011 year. Todd and Jeff estimated that the full wireless set up at the Calexico campus would be accomplished no later than the start of spring semester. The group also agreed that the student workstations need to be replaced and that grant funds will be available in Year 2. Other alternatives will be explored for solving the equipment problems this year.

Michael Heumann will set up a meeting with Kseniya Kareva, ESL Department Chair, and Brian McNeece, Dean of Arts and Letters, to go over future plans for improving the technology at the Extended Campus. The meeting will take place at the Calexico campus sometime later in October.

IT is also investigating using Microsoft Live@edu to provide student accounts and other essential elements for students outlined in the grant.

Consultant contracts are being developed for implementation and training of the Banner Student Module, enrollment management, and software for reports.

## **Reporting Requirements**

There was a discussion regarding time and effort reporting requirements. Val and Dawn will develop a template. The group agreed that it is important the time and effort forms used for the grant meet the requirements of the auditors. Insufficient document could result in penalties and opportunities for future funding.

The group also discussed requirements for making adjustments to the grant. Generally, adjustments to the grant proposal should not be made until the second year of the grant, and the rule of thumb is that the adjustment should be less than 10% of the total grant. In addition, any adjustments need prior approval.

## **Budget**

Val Rodgers reported that she had been working with Dawn Chun to develop the grant budget for the first year of the grant and that she had met with Carlos Fletes, Director of Financial Services, to review guidelines. The budget should be finalized before November.

## **Instructional Co-Coordinator Report**

Michael Heumann reported that the ATLAS Training Team, (Valerie Rodgers, David Zielinski, Andres Martinez, and Mary Jo Wainwright) met to discuss plans for faculty training through the ATLAS grant. The efforts for faculty training segue nicely with the plans for technology training, professional development, and basic skills training that Frank Rapp, Alfredo Cuellar, and Todd Finnell are looking to implement (or expand). They have been invited to the next Training Team meeting.

The training team developed a list of potential topics for ATLAS training. They are from the grant and from a handout Dr. Cuellar's developed. The potential topics are below:

1. Videoconferencing
2. Smart classrooms
3. Etudes
4. Photoshop and other visual media
5. PowerPoint
6. Streaming video
7. Paired classes
8. Social learning/social media
9. Collaborative learning
10. Community engagement
11. Global perspective in the classroom
12. How to motivate students
13. Effective syllabi
14. SLOs
15. Effective assignments and homework
16. Effective uses for assessment and evaluation
17. Electronic portfolios
18. Peer collaboration in the classroom (and out)
19. Creative technological alternatives (not clear on this one)
20. Geography, demographics, economics, and sociology of the Imperial Valley
21. How to become an engaged instructor

A final decision about the topics and the plan will be made at the next meeting. Michael Heumann is developing a timeline for implementing the training.

## **Meeting Time**

The group agreed to meet at 10 a.m. the second and fourth Wednesday of each month, starting October 27. Val Rodgers will reserve Room 303.

The meeting adjourned at 5:15 pm.