



**Imperial Valley College
ATLAS Planning Group Minutes
Board Room
Monday, February 23, 2011
11:00 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

Recorder:

Adriana Sano, Administrative Assistant

1. Updates

a) Instructional Co-Coordinator Update

- Michael Heumann updated the group on the Train-the-Trainer Conference. Val Rodgers informed the group that Sidne Horton requested that instead of receiving a stipend for faculty training, she would prefer receiving equipment that she can use in her training. The money would be paid out of the faculty development budget.
- Michael Heumann suggested that gift cards to Best Buy could be given out instead of the stipends.
- There was discussion among the group on whether it would be appropriate use of funds.
- Val Rodgers indicated that there is a Best Design Stipend which would be use to reward faculty.
- Michael Heumann asked instead of paying a stipend whether the District could pay for the trainers to attend conferences.
- Michael Heumann updated the group on the faculty training groups and stated that the groups are doing great and on the right track. There was discussion about the technology group and where they are headed.

b) IT Co-Coordinator Update

- Todd Finnell updated the group on Larry Valenzuela's new role in assessing the needs of the campus on an individual basis, and moving Larry away from training. He informed the group that he is still considering using Cindy Leyva for training.
- Val Rodgers suggested that a survey also be done to assess the needs of the campus to address: where the campus is at; what their needs are; what their

preferences are; and modes of learning. The consensus was that a survey should be done of staff and administration.

- Todd Finnell updated the group on the Technology Plan and stated he is working with David Zielinski on the plan and informed the group that there are specific items that are attributable to the ATLAS Grant. He would be sending Val Rodgers a copy of the ATLAS Action Plan to forward to the group and for posting on the website.
- Jeff Enz gave an update on the campus wide wireless implementation. He has met with several new vendors and Architect, Jimmy Sanders to accomplish this task. He indicated that since there is not enough money in the grant to cover the entire campus, the plan is to use construction funds for any new infrastructure built in the future.
- The group discussed moving forward with the installation of the wireless network at the Calexico Extended Campus and using the current year's budget.
- Todd Finnell updated the group on implementing Microsoft Office 365 which would provide student email accounts. He informed the group that if this does not go through, then he would look at implementing live@edu.
- Todd Finnell informed the group that the District is consulting with SIG, and SIG would be looking at an Online Data Store model for the college, looking at payroll processing in-house, and the District's practices on how confidential data is handled and whether changes need to be made.

2. Report External Evaluation Visit

- Todd Finnell commented that there was some language that he would like to change and would send the changes to Val Rodgers.

3. Futures Forum

- Michael Heumann updated the group on futures forum and indicated he is working on scheduling forums in March and May. He informed the groups that he would like to have Todd Finnell present at the March forum.

4. Standardizing Lab Reporting

- Val Rodgers updated the group on the Atlas Grant External Evaluation Report. She indicated that in the report there was concern raised about tracking students who use the instructional labs and who would receive training from technicians to use the new systems. She recommended evaluating the feasibility of using a standardized system in all the labs, such as Tutor-Track.
- Todd Finnell suggested that a meeting be scheduled to evaluate how current data is collected and maintained in all the labs.
- Val Rodgers informed the group that she would send out an email to Dean Ruhl, Dean Aguirre, and Dean Ceasar to schedule a meeting to discuss the issues involved in moving to a standardized system, including how data is currently collected and who maintains the system. The meeting will include staff from the Nursing Lab, DSP&S Lab, Business Lab, Math Lab, Reading/Writing Lab, Language Lab, and Library.

5. ATLAS and CCCApply

- Jeff Cantwell gave an update on CCCApply and stated it is currently in the works and has been revamped. Dawn Chun stated her concern about the declining reporting rate of Hispanic students because of the way the CCCApply compiles it information with their new upgrade.

6. Documenting Decisions

- Val Rodgers informed the group that she had created a Justification form to attach to purchases.

The meeting was adjourned at 12:00 p.m.

ATLAS Action Plan

Activity	IMPLEMENTATION		EVALUATION	
	Lead Person(s)	Support Index Map	Evidence	Completion Process
1. Clarify purpose, standing rules, membership, and meeting schedule of Technology Planning Committee	Todd	4.1	Meeting minutes, membership roster and meeting schedule	Submitted to Executive Council - January 2011
2. Evaluate the current status of the campus infrastructure, enterprise systems, and support structures	Todd	1-4	Report	Submitted to Executive Council – January 2011
3. Develop Strategic 5-year Technology Plan (to include comprehensive budgeting, maintenance, and refresh of technology)	Todd	1-4	Report	Submitted to Executive Council – June 2011
4. Complete implementation of campus-wide wireless network	Jeff E.	1.2	Documentation (as-built)	Submitted to Executive Council – June 2011
5. Fully implement systems management appliance (KACE) and develop policies and procedures for its use	Gordon	1.5, 1.6, 1.7	Documentation (as-built)	Submitted to Executive Council – June 2011
6. Improve reliability and security of IVTA and CENIC Connections	Jeff E.	1.2	Documentation (as-built)	Submitted to Executive Council – February 2011
7. Implement industry-standard network security and monitoring practices	Jeff E.	1.1, 1.9, 1.10	Documentation (as-built)	Submitted to Executive Council – February 2011
8. Improve connectivity and service to Calexico campus	Jeff E.	1.2	Documentation (as-built)	Submitted to Executive Council – March 2011
9. Develop definitions and standards for technology-rich learning environments	Todd	4.1	Report	Submitted to Executive Council – March 2011

10. Strengthen coordination of web-enhanced support and other instructional tools for faculty	Omar	3.2, 3.4, 3.5, 3.6, 3.9, 4.4	Documentation (as-built)	Submitted to Executive Council – June 2011
11. Implement and support the use of videoconferencing and other collaborative technologies	Todd	4.13	Report	Submitted to Executive Council – June 2011
12. Develop strategy for integrated student services related to technology (Printing, email, storage, etc.)	Jeff E.	3.2, 3.3, 3.6	Report	Submitted to Executive Council – February 2011
13. Upgrade BANNER (ERP) to Version 8.3	Jeff C.	3.3, 3.7	Documentation (as-built)	Submitted to Executive Council – March 2011
14. Implement “Wait List”	Jeff C.	3.3	Documentation (as-built)	Submitted to Executive Council – June 2011
15. Enhance implementation of Student Module	Jeff C.	3.3	Documentation (as-built)	Submitted to Executive Council – September 2011
16. Design and implement an enhanced development framework (Data Warehouse)	Jeff C.	3.7	Documentation (as-built)	Submitted to Executive Council – March 2011
17. Implement Managed Print Solution	Gordon	2.4, 2.9, 2.11, 2.12	Documentation (as-built)	Submitted to Executive Council – January 2011
18. Improve/reorganize Support Structures for BANNER	Jeff C.	4.1	Report	Submitted to Executive Council – June 2011
19. Evaluate and develop strategy for the consolidation of various systems/servers, including leveraging of cloud technologies	Jeff E.	3.3, 3.6	Report	Submitted to Executive Council – June 2011
20. Improve integration of instructional systems (Gradebook, LMS, Faculty Websites, etc.) with support for Faculty and Student Use	Jeff E. /Omar	3.5, 3.9, 4.3, 4.4	Documentation (as-built)	Submitted to Executive Council – June 2011
21. Conduct Security and Service Audit	Todd	3.3	Report	Submitted to Executive Council – December 2010
22. Conduct redesign of website Improvements for IVC public (external) and private (internal) web presence	Omar	3.3	Documentation (as-built)	Submitted to Executive Council – June 2011
23. Upgrade ShoreTel phone system to latest version, complete implementation of appropriate features, and evaluate integration	Gordon	1.4, 3.3	Documentation (as-built)	Submitted to Executive Council – December 2010
24. Implement fax server solution	Gordon	3.3	Documentation (as-built)	Submitted to Executive Council – February 2011
25. Implement procedures to maximize Telecomm	Todd	4.1	Report	Submitted to

discount programs (CTF)				Executive Council – December 2010
26. Develop and implement IT policies and procedures using industry standards and best practices	IT Mgmt	1-4	Policies/Report	Submitted to Executive Council – June 2011
27. Organize a Technology Strand for the campus-wide Professional Development Day	Todd	4.13	Training Offered	Submitted to Executive Council – January 2011
28. Establish clear guidelines for recovery planning, redundancy, increased security, and maintenance of existing systems	Jeff E.	4.1	Report	Submitted to Executive Council – June 2011
29. Complete implementation of DegreeWorks student self-service functionality	Jeff C.	3.3	Documentation (as-built)	Submitted to Executive Council – August 2011
30. Complete the installation of and training for Position Control for Banner Integration	Jeff C.	3.3	Documentation (as-built)	Submitted to Executive Council – September 2011
31. Develop and implement Enrollment Management system	Jeff C.	3.3	Documentation (as-built)	Submitted to Executive Council – March 2011
32. Evaluate implementation of IP Cameras and other systems, such as clocks and paging	Gordon	3.3	Report	Submitted to Executive Council – March 2011