



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Wednesday, November 30, 2011
10:00 A.M.

Attending:

Val Rodgers, Project Director
Michael Heumann, Instructional Co-Coordinator
Todd Finnell, VP of Information Technology
Jeff Cantwell, Director of Application Services
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 which took place on November 18, 2011. He indicated the showcase went well and the trainees with the help of their mentors shared their innovations implemented in their classrooms through the course of the fall semester.
- Announced the faculty training component of the ATLAS Grant is on schedule and the next ATLAS Conference is scheduled for January 12, 2012. Applications will be accepted until the date of the conference.
- The focus of this one-day conference is to provide hands-on training in technology and teaching strategies. The topics to be covered will be:
 - Using Etudes to Enhance Your Face-to-Face Classes
 - Advanced Etudes: Tips & Tricks
 - Turnitin.com
 - Contextualized Learning and Paired Classes
 - Digital Imaging Basics
 - Improving Student Engagement
 - Getting the Most out of Smart Classrooms
- Announced at the last segment of the conference a training tour would take place to get a hand-on approach and feel of the equipment on campus which will include four stations.
- There was discussion among the group on Etudes licensing and providing an Etudes shell for all instructors.
- Jeff Cantwell suggested that a self-help model be used with step-by-step instruction on how to use the different technology.

b) IT Co-Coordinator Update

- Jeff Cantwell reported DegreeWorks was launched to the students on November 21, 2011. He indicated that some training still needs to take place. Good news is that students are using DegreeWorks and counselors are informing students that this tool is available to them to help create their academic plan.
- Announced that Waitlist was implemented for spring semester and it is working very well. There are currently 1200 students on Waitlist.
- Announced Operational Data Store (ODS) is up and running, and working on a plan on how to manage the report demand that is currently being requested.
- Todd Finnell gave an update on the wireless bids that are taking place. He indicated they are down to two vendors and will be making a decision soon.

2. Annual Performance Report

- Valerie Rodgers went over a draft of the Annual Performance Report with the group.
- The group discussed the impact of the Title V Grant on the institution. During the first year of the grant, ATLAS funds allowed the college to implement a number of improvements to benefit students, faculty and staff which include the following:
 - Microsoft's Live@edu (student email account, 25 GB of cloud storage, and virtual versions of Microsoft Office applications);
 - Banner Upgrades (waitlist system, online schedule, pre-registration checklist, and bill generator)
 - DegreeWorks implementation/training;
 - Operational Data Store System implementation /training;
 - Faculty Training.
- The group reviewed and discussed the unexpected outcomes in Year 1 which resulted from the contract with Fiscal Crisis and Management Assistance Team (FCMAT) to review our support structure for delivery of technology support and services. The FCMAT review resulted in improvements to the IT department structure and skill sets that were beneficial to the entire District. It has led to discussions on implementation of an IT Academy on campus to promote technical certification for students and staff.
- The group discussed another unexpected outcome in Year 1 that came from a trip to Kern Community College District to look at their online storage system. As a result of this trip, the college has begun the implementation of our own online data store with the help of Kern IT staff.
- The last unexpected outcome in Year 1 was leveraging ATLAS Grant funds with District RDA funds and construction funds to expand the goals of the grant beyond what was planned. As a result, the District was able to implement a new data center; purchase two blade servers and one SAN

server to virtualize all servers; and purchase and install wireless access points campus-wide.

3. ATLAS Activities Year 2

- The group discussed ATLAS Activities for Year 2 which will include the following:
 - ODS dashboards;
 - SYOSPROFILE module;
 - Wireless deployment in February;
 - Computers in the smart podium;
 - 11G Oracle upgrade;
 - Official training of the technicians with Tutor Track;
 - Implement of a Microsoft IT Academy;
 - Student ID Card system will be implemented;
 - Student stations with print access;
 - Business center for faculty.

- Valerie Rodgers and Michael Heumann will work on a Year Two Activity spreadsheet and forward to the group.

The meeting was adjourned at 11:15 p.m.