



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Wednesday, July 25, 2012
1:00 P.M.

Attending:

Michael Heumann, Project Director
Sidne Horton, Instructional Co-coordinator
Angie Ruiz, Instructional Co-coordinator
Todd Finnell, Vice President for Information Technology
Jeff Cantwell, Director of Application Services
Omar Ramos, Online Services Architect
Andres Martinez,

Recorder:

Adriana Sano, Administrative Assistant

1) Updates

a) Instructional

- Instructional report covered in the body of the minutes.

b) IT

i) Drop for Non-payment

- Jeff Cantwell reported that the Drop for Non-payment platform has been automated and will be launched at the start of the fall semester.

ii) ATLAS Projects

- Todd Finnell informed the group that he is part of a Banner Consortium, which is a group of 8-9 colleges across the State of California which is looking at the feasibility of having one implementation of Banner that all participating colleges can utilize versus having one Banner for each individual college. The benefit to IT would be it would enable current staff to dedicate their time to serving staff and the end-users instead of the administration of the Banner System. He indicated Colorado Colleges are part of their own Banner Consortium.

iii) Computer Labs on Campus

- Todd Finnell reported that IT has met with staff and gone through all the labs on campus to discuss lab changes and ongoing needs, and how best to support the labs on campus. The model that IT is working on is to empower staff to self-maintain their own labs.

iv) Computer Refresh Program

- Todd Finnell reported the Computer Refresh Program has been launched, 200 computers have been purchased and will be images and deployed. IT is following the evacuation map, all buildings marked in yellow on the map, and the 2700 building will be refreshed this year.
- The techs are being trained and brought up to speed on IT's new computer replacement process. Now that everyone is on the domain, users will now be able to log onto their domain on any computer on campus and they will be able to access their "My Documents" folder and favorites.

2. ATLAS Innovation 2012 Conference

- Michael Heumann announced the planning for the August conference is underway. He announced 85 faculty members have signed up to date.
- The main focus of the August conference will be Blackboard; the training will be targeted to those individuals who are new to the Blackboard Learning Platform and current Etudes users.
- The group went over the agenda for the conference:
 - Michael Heumann will start the conference with a Welcome.
 - Todd Finnell will give an explanation on how Blackboard fits in with the Technology Plan and technology needs of the campus. Topics to be discussed: new technology on campus; lecterns in the 2700 Building; SharePoint to replace Dropbox; and Link, an internal IM.
 - Andres Martinez and David Zielinski's topic will be "What Can Blackboard do for you." Topics to be discussed: publisher Integration; Integrate faculty web pages; and supplement courses.
 - The group discussed the hands-on topics to be presented on Day 1 and Day 2 of the conference. The group decided to divide the trainees into beginner, intermediate and advanced levels of training:
 - Agreed on core topics for sessions:
 - Basic Navigation
 - Announcements
 - Calendar
 - Syllabus

- Email
 - Attendance
 - Resources and Modules Content
 - Assignments
 - Discussion Forums
 - Test & Quiz
 - Grades
- The group agreed to divide the 14 ATLAS Trainers based on their level of knowledge into three teams lead by Michael Heumann, Sidne Horton, and Angie Ruiz for the two days.
 - The goal of the conference will be for each attendee to have hands-on training on the core basic functions of Blackboard.

3. TutorTrac

- Michael Heumann gave the group an update on TutorTrac and reported that two web-based training sessions have taken place July 9, 2012 and July 11, 2012. These sessions covered General Administrator/User Training. Edward Cecena took the lead in conducting the training sessions with RedRock Support and will be scheduling the last on-line session in the next couple of weeks.
- Next step will be to schedule a training session in August for all the Lab Technicians on campus.

4. External Evaluator

- Michael Heumann announced that Sally Griffin, ATLAS External Evaluator would be on campus November 5-6, 2012.

5. Time & Effort Reports

- Michael Heumann reminded everyone that their Time & Effort reports need to be turned into Adriana Sano.

6. Student Support

- The group discussed student support and the role each played for support to students and faculty.
- Andres Martinez informed the group that his schedule is Tuesdays, Thursdays and Fridays; and he has Distant Ed students and faculty coming in for help.
- Andres Martinez indicated he would be putting up resource information on the Distant Ed Website for faculty and students.
- Todd Finnell indicated a Technology Support page can be created with Blackboard information, resources and contact information for students, staff and faculty once the content is established.
- The group agreed that setting hours of support would be instrumental.

The meeting was adjourned at 2:00 p.m.

Atlas Innovation 2012 Agenda - August 14, 2012					
8:00	9:00	Continental Breakfast 2700 Building			
9:00	9:30	Welcome – Michael Heumann Room 2734			
9:30	10:30	Why did IVC move to Blackboard? Speaker Todd Funnell			
10:30	10:45	Break			
10:45	12:15	What Can Blackboard Do For You? Essential Tools Andres Martinez David Zielinski			
12:15	1:15	Lunch College Center			
1:30	3:45	Topics Basic Navigation, Announcements, Calendar, Syllabus, Email, Attendance	Hands-on Session 1A- Team Michael <u>Michael Heumann</u> <u>Kathleen Distasas</u> <u>Daniel Gillson</u> <u>Carol Hegarty</u> <u>Deirdre Bowley</u> <u>Xochitl Tirado</u> Room 2610	Hands-on Session 1B – Team Angie <u>Angie Ruiz</u> <u>Robert Baukholt</u> <u>Gaylla Finnell</u> <u>Alysa Leon</u> <u>Jose Ruiz</u> <u>Romano Sanchez-Dominguez</u> Room 2724	Hands-on Session 1C – Team Sidne <u>Sidne Horton</u> <u>Lillian Finnell</u> <u>Andres Martinez</u> <u>Brian McNeace</u> <u>David Zielinski</u> Room 801
4:00	5:00	Recap/Plans for Day 2 Michael Heumann, Angie Ruiz, Sidne Horton College Center			
ATLA Innovations 2012 Agenda - August 15, 2012					
8:00	9:00	Continental Breakfast College Center			
9:00	9:20	Welcome – Sidne & Angie College Center			
9:20	9:30	Break			
9:30	12:00	Topics Resources & Modules Content, Assignments, Forums	Hands-on Session 2A- Team Michael <u>Michael Heumann</u> <u>Kathleen Distasas</u> <u>Daniel Gillson</u> <u>Carol Hegarty</u> <u>Deirdre Bowley</u> <u>Xochitl Tirado</u> Room 2610	Hands-on Session 2B – Team Angie <u>Angie Ruiz</u> <u>Robert Baukholt</u> <u>Gaylla Finnell</u> <u>Alysa Leon</u> <u>Jose Ruiz</u> <u>Romano Sanchez-Dominguez</u> Room 2724	Hands-on Session 2C – Team Sidne <u>Sidne Horton</u> <u>Lillian Finnell</u> <u>Andres Martinez</u> <u>Brian McNeace</u> <u>David Zielinski</u> Room 801
12:00	1:00	Lunch College Center			
1:15	3:00	Topics Tests & Quizzes, Grades	Hands-on Session 3A- Team Michael <u>Michael Heumann</u> <u>Kathleen Distasas</u> <u>Daniel Gillson</u> <u>Carol Hegarty</u> <u>Deirdre Bowley</u> <u>Xochitl Tirado</u> Room 2610	Hands-on Session 3B – Team Angie <u>Angie Ruiz</u> <u>Robert Baukholt</u> <u>Gaylla Finnell</u> <u>Alysa Leon</u> <u>Jose Ruiz</u> <u>Romano Sanchez-Dominguez</u> Room 2724	Hands-on Session 3C – Team Sidne <u>Sidne Horton</u> <u>Lillian Finnell</u> <u>Andres Martinez</u> <u>Brian McNeace</u> <u>David Zielinski</u> Room 801
3:00	3:15	Break			
3:15	4:00	Andres Martinez How to integrate publisher materials College Center			
4:00	4:30	Show & Tell Projects College Center			
4:30	5:00	Closure – Implementation Plans Michael Heumann, Sidne Horton, Angie Ruiz College Center			