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**Imperial Valley College  
ATLAS Planning Group Minutes  
Arts & Letters Conference Room 2780D  
Tuesday, September 11, 2012  
3:30 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 Enz, Director of Enterprise Systems  
Jeff Cantwell, Director of Application Services

**Recorder:**

Adriana Sano, Administrative Assistant

1) Updates

**a) Instructional**

**i) Blackboard Training**

- Angie Ruiz reported that the ATLAS Innovations 2012 Conference was very successful, the conference focused on Blackboard. There were 58 faculty and 14 ATLAS trainers in attendance. 90% of faculty who attended the conference are now using Blackboard. The feedback from Survey Monkey was very positive; however, a few attendees commented that they would have liked more training on Gradebook.
- Todd Finnell reported there are 5760 active users logging onto Blackboard to date; 1010 active courses, and Sunday being the highest usage day.

**ii) Blackboard Training Workshops**

- Andres Martinez, DE Coordinator would be offering Blackboard training during college hour.
- ATLAS Coordinators indicated they would be offering hands on training October 23, 2012 from 4:00-6:00 p.m. in Room 803; and a second session in November.
- Angie Ruiz informed the group that she is working on ATLAS goals and putting together two symposiums (i.e., Cultural Awareness and Contextualized Teaching). This item is still a work in progress and will come back with more specifics.
- Angie Ruiz reported that she is working on adding resources to the Blackboard shell for faculty use. She stated she would like to invite an

SDSU-IV faculty member to speak on his or her experience with Blackboard.

- Todd Finnell recommended bringing in Ken Neeley as a speaker; he is considered an expert on Blackboard at SDSU-IVC.
- Angie Ruiz informed the group that she would be meeting with departments to find out what their technology needs are and inform them of planned training through ATLAS.

## **b) IT**

### **i) Wireless**

- Jeff Enz informed the group that this project has been completed. There was discussion about addressing employee concerns regarding the wireless being secure; Jeff assured the group that the wireless network is secure.
- Michael Heumann informed the group that the ATLAS Wireless project is way ahead of the projected year 3 goals.

### **ii) Computer Refresh Program**

- The computer refresh program is underway. Buildings targeted this year for the refresh program are the 10, 100, 200, 300, 800, 1000, 2400, 2600 and 2700.

### **iii) VDI**

- Todd Finnell Informed the group that for now the Thin Clients in Lab 901 will be moved out due to some technical problems.
- The lecterns in the 2700/400 Building have been installed with Thin Clients; however, not sure of their stability. Microsoft will be sending out two engineers to do a proof of concept for IVC. The engineers will use the lecterns in the 2700 Building to complete the proof of concept. This will show how well these virtual desktops can perform.
- The VDI from Lab 803 have been moved to the Assessment Center on a trail basis to be used for their testing center.

### **iv) Banner**

- Todd Finnell explained to the group that IT is looking at creating a two-year plan for Banner and will be taking their plan to Executive Council and then bringing it to ATLAS.
- The system center piece of Banner has been fully implemented; however, the business practice piece needs work.

### **v) Printing**

- Todd Finnell informed the group that printer stations have been installed around campus; printer kiosks have been placed in the Library, 100 Building and the 2700 Building. A stand-up terminal in Admissions and

Records has also been installed, and will be installing another terminal for accessibility. Students can now log onto PaperCut.imperial.edu on any computer and send a job to print, walk up to any of the kiosks on campus and with a swipe of their ID cards can print their jobs waiting in their printer queue. With the PaperCut client students have the ability to send print jobs from home to the global printer queue and their print jobs are held in the global queue for 24 hours.

- Reprographics is now working on a mass-market web tool for students that will go out soon.

## **2) External Evaluator Visit Nov. 5-6**

- Michael Heumann informed the group that he is in communication with Sally Griffin, ATLAS External Evaluator, and has requested information to prepare for the APR that is due at the end of the year.

## **3) Clarification of Roles in ATLAS**

- Michael Heumann indicated that this would be a good time to look back at the grant itself and the roles each one of us play; what the grant outlined and how those roles have changed.
- ATLAS Director – Director reports to the President, responsible for managing the budget and all activities in the Title V Projects, the Director will be responsible for ensuring that the project management plan is implemented in an effective manner, this role is defined by federal government.
- Technical Coordinator – the Technical Coordinator is responsible for all the infrastructure and support operations for Project ATLAS, provide technical direction for the development, design and systems integration of all the equipment and technical systems that are part of the project.
- Grant Administrator - Todd Finnell's position as Vice-President for Information System is not outlined in the grant, since his position did not exist when the grant was originated. He has been appointed by the President to oversee the ATLAS Grant. Todd Finnell indicated his biggest role is to coordinate and leverage projects. In some projects ATLAS has been the key facilitator and in others roles it has been as a support for IT.
- Co-Coordiators – This role has change, we now have two Co-Coordiators, Angie Ruiz and Sidne Horton. The Co-Coordiators are responsible for faculty training, and curriculum development parts of Project ATLAS, they will develop and oversee the training-of-trainers and supervise these faculty trainers as they train and mentor other faculty, work with faculty trained by Project ATLAS and help them adapt their curricula to better serve students.
- Systems Engineer - Responsible for all technical services related to the utilization of computers, telephone systems, networking, and other information technology resources, performs a wide variety of highly specialized functions with respect to computer/communications networks and devices, network topology, computer hardware and software in local and wide area networks, including internet/Intranet services.
- The group agreed throughout the five years of Project ATLAS each of these roles and focus will evolve and change over time. This year the focus was on blackboard integration and implementing new technology; and next year the

conference can be more focused on training support staff and contextualized teaching.

#### **4) Year 2 Assessment**

- The group went over Year Two Assessments. The group agreed that they were on target in all areas, and in some areas were well ahead of schedule.

#### **5) Year 3 Goals and Objectives**

- The group discussed and reviewed the Year 3 Goals and Objectives and went over the Objectives in which data will be required.
- Todd Finnell point out that for Objective 3.1, which refers to training computer technicians, this should include lab technicians and support staff (i.e., Admin. Assistants, Staff Secretaries, and Admin. Secretaries). He indicated anyone who support students and faculty should be included in Objective 3.1.
- Todd Finnell stated that he has meet with a core group of support staff to begin planning training sessions to bring all support staff up to speed with all new systems implemented on campus. The goal is to train support staff to be proficient in (i.e., Blackboard, Email Login, PaperCut, WebStar, and Wireless, etc.) so that they can be the front line support for staff and faculty.
- The group discussed expanding Objective 3.1 to include support staff. Todd Finnell indicated that IT is now ready to start committing to the training now that all new systems are in place.

#### **6) TutorTrac Updates**

- Michael Heumann reported Edward Cecena has trained the lab technicians in the Reading, Writing Labs; however, he has run into some glitches with database issues which he is working with TutorTrac support.
- Todd Finnell commented different systems are being used across campus to track student and he would like to see one system used across campus.

#### **7) 2013 Technology Conference with ICOE**

- The group discussed the 2013 Technology Conference and discussed combining the February Conference into this conference.
- The group decided to have a conference call with ICOE to discuss the next Technology Conference.

The meeting was adjourned at 4:40 p.m.