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**Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Tuesday, October 09, 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) ATLAS Blackboard Shell

- Co-Coordinator reported that they are working on creating a Blackboard course shell for faculty and would like to add videos and other resources to provide support for faculty.
- Angie Ruiz informed the group that she would like to explore the idea of having an ATLAS Symposium and invite speakers.

i) Objective 1.4, Training Students

- Michael Heumann explained to the group that TutorTrac is not accomplishing the goals of Objective 1.4 and would like to modify this objective to use Blackboard to track student training.
- There was discussion among the group about creating a Blackboard shell and adding Blackboard learning modules for students.

ii) Blackboard Training

- Angie Ruiz informed the group that the next ATLAS Blackboard training is scheduled for Tuesday, October 23, 2012. A second training will take place as a Q&A session in November.

iii) Future Forums

- Michael Heumann reported that the start of the new fiscal year for ATLAS (Year 3) has begun and the group will need to start planning for Future Forums.

iv) Annual Performance Report

- Michael Heumann informed the group that he received an email from the Director of Institutional Programs Development indicating that the website will not be available until the first or second week of December and the system will remain open for 60 days.
- He indicated he would be asking the group for some input for parts of the APR that pertains to their area.

b) IT

i) STAC Committee

- Jeff Enz informed the group that the committee was formed as a way to get student's recommendations and feedback on new and current technology projects implemented on campus.
- Jeff Cantwell reported that one of the recommendations made by STAC was that they would like to put together a video on students teaching students on how to use Blackboard.

ii) TutorTrac

- Jeff Cantwell informed the group that the District has been looking into replacing TutorTrac. A SAR-TRAC demo has been viewed and IT has agreed to sample a test version.
- The next scheduled demo is with CI Integrators and will take place on Thursday, October 11, 2012.

ii) Enterprise Update

- Jeff Enz reported that his team is circling back on systems that have been implemented this year and making sure that they are all fully implemented and functioning properly.

2) External Evaluator Visit Nov. 5-6

- Michael Heumann informed the group that he is working on the External Evaluator visit. The group reviewed the tentative agenda which will be sent to Sally Griffin for her review.
- The group discussed adding a few faculty members to the agenda.

3) Travel in Year 3

- Michael Heumann informed the group that there is approximately \$8,500.00 in travel, and ask the group to think about attending technology based conferences this year to bring back some innovative ideas.
- Michael stated that he is thinking about attending the Title V Director's Conference this year and may ask the Co-Coordinator to also attend.
- League of Innovation is having their conference in Dallas this year, March 10-13, 2013.

4) Super Technology Conference

- The committee has a scheduled conference call with ICOE to discuss the planning of the technology conference on October 31, 2012 at 12:00 p.m.

The meeting was adjourned at 4:30 p.m.