



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Wednesday, September 14, 2011
10:00 A.M.

Attending:

Val Rodgers, Project Director
Michael Heumann, Instructional Co-Coordinator
Todd Finnell, Vice President for Information Technology
Jeff Enz, Director of Enterprise Systems
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 faculty training; he indicated he would be sending out a list of trainees from the IVC 2020 Conference and their assigned mentors. Their job as a mentor is to offer their assigned trainees any help and ideas, and ensure that they follow through with the plans they have developed. He stated he is giving the mentors some time to develop their plan.
- Extra-Duty Contracts for faculty who worked during summer preparing for the ATLAS 2020 Conference have been completed and submitted.
- Announced he is working on the marketing for the next Futures Forum for Students to take place on October 10th.
- Announced that he would be sending out a survey to students using Survey Monkey.

b) IT Co-Coordinator Update

- Todd Finnell gave an update on the new Student Card ID Badge System and reported that it should be ready to roll out by the third week in November.
- Michael Heumann recommended that the next Futures Forum be moved to November in order to be able to include a preview of the new card system. The group agreed that this would be a good idea.
- Todd Finnell indicated that each year the Technology Planning Committee reviews and evaluates progress and modified the ATLAS Action Plan which is part of the Strategic Technology Plan. Year 2 of the Strategic Technology Plan will focus on implementation and support of new systems on campus for students (i.e., printer kiosks, Student ID Badge System, DegreeWorks, Waitlist, and Student Email/Cloud Service); Improving and expanding classroom technology throughout campus.

- The group talked about using a Tier I through III Model for updating computers around campus. The group discussed using thin clients in the classrooms and using key faculty members to take the lead in each department. Michael Heumann indicated this can be brought up with the DE Committee.
- Todd Finnell announced SIG Consultant Mike Fox would be on campus the first week of December to work on Operational Data Store (ODS) configurations. Once this is completed training for staff will be scheduled.
- Jeff Enz, Director of Enterprise Systems gave an update on the three new servers that are being purchased which includes a high performance SAN server and two blade servers for the enterprise system. These new servers will have the capacity to be virtualized. The cost of the new servers is being leveraged with construction funds and Year 2 ATLAS Grant funds.

2. Live @ EDU Presentations

- Live@Edu presentations are being offered to faculty for their classrooms. Faculty can schedule a training session for their classroom through the IVC Help Desk. Larry Valenzuela and Todd Finnell have been giving the presentations.
- Larry Valenzuela has created a spreadsheet to keep track of the training by classroom and attendance. This spreadsheet will be used to track training.

3. Collection of Evidence

- There was discussion among the group on how best to collect training evidence. The group agreed to use a spreadsheet to include a description of what the training was on, who the trainer was and list of attendees. Valerie Rodgers volunteered to create and distribute a spreadsheet that can be used to document these training session.

4. Technician Training (Objective 3.1)

- Training is taking place for technicians on campus who will work with students and faculty to provide training on the new systems on campus:
 - **IT Training** – Director of Technical Services, Gordon Bailey meets with his team every morning. Gordon and his team meet with Todd Finnell on Tuesday mornings and are developing training sessions for their weekly meetings. The group agreed that the training sessions should be documented.
 - **Learning Services Technician Training** – Tutor Track will be housed in the new server which is being purchased. Once installed Edward Cesena will be providing the training for the new version of Tutor Track. The group agreed that the same spreadsheet can be used to document the training.
 - **Banner Training** – SIG Consultant, Paddy Wong was on campus September 19-21, 2011 to work with instructional and student services staff to evaluate the college's needs for more efficiently using the Banner Student Module, including enrollment management, scheduling and Waitlist.

- **DegreeWorks Training** - SIG Consultant, Mike Fox was on campus August 30 – September 2, 2011. The purpose of this visit was to review the new features available in the 4.0.9 release and provide recommendations based on staff participation and provide options available. Mike Fox would be providing a report of his visit with his recommendations on moving DegreeWorks forward and launching it to all faculty, staff and students.

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