



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

**Attending:**

Michael Heumann, Project Director  
Angie Ruiz, Instructional Co-Coordinator  
Sidne Horton, Instructional Co-Coordinator  
Jeff Cantwell, Director of Application Services

**Recorder:**

Adriana Sano, Administrative Assistant

1. **Updates**

a) **Instructional Co-Coordinator Update**

i) **Future Forums**

- Sidne Horton gave an update on the Futures Forum that took place on Wednesday, March 1, 2012. Frank Hoppe, IVC Reference Librarian gave a presentation on the different databases and EBooks available through the Learning Services website that faculty and staff have access to.
- The group discussed attending the CUE Conference in Palm Springs on March 15-16, 2012. The conference would be a good opportunity to see what other people are doing and to scope out speakers to invite to ATLAS Innovation 2012. The group decided that Angie Ruiz and Sidne Horton would be attending the conference.

ii) **August Conference**

- Angie Ruiz announced Beth LaBaren-Root from Southwest Michigan College has agreed to be a guest speaker at ATLAS Innovation 2012. She will be sharing best practices for successful faculty and student outcomes. She will be providing a summary for the August Conference.
- Next step is to request a proposal from Beth LaBaren-Root to decide whether to bring her on site or by teleconference.

iii) **Future Student Projects**

- The group decided to have a Student Futures Forum in place of an ATLAS Showcase at the end of the semester. The idea is to integrate student's projects using technology at the forum.
- The forum will take place at the end of April.

#### **iv) Update Website/Spotlight Mentors**

- Sidne Horton suggested that we spotlight ATLAS Mentors to showcase some of the innovations that are currently taking place in their classrooms, and suggested periodically sending out clips of videos to the group, and uploading to the ATLAS Website.
- The group discussed adding all PowerPoint presentations from the ATLAS Showcase to the website to give past and present mentors and mentees access to the different innovations that have been presented.

#### **b) IT Co-Coordinator Update**

##### **i) TutorTrac Server Migration**

- Jeff Cantwell gave an overview of the history of TutorTrac software that is housed in a server that has been sitting in the Language, Reading & Writing Lab; the software will be moved to a virtualized server.
- The group met with Edward Cecena, and Terry Norris from Learning Services to discuss the logistics of the migration. Once TutorTrac has been moved over it will be upgraded to TutorTrac 4.0.
- ATLAS Objectives 3.1 requires training lab technicians on the new version of TutorTrac who will in turn train students. The training will be scheduled after the upgrade in order that ATLAS can begin collecting data.

##### **ii) DegreeWorks Training**

- Jeff Cantwell informed the group Patty Wong, SIG Consultant would be on campus on March 5-8, 2012 for training on DegreeWorks. Key staff from Admission and Records, Instruction and IT will be participating in the training.
- Phase two of DegreeWorks includes Athletics and Financial Aid Eligibility.
- Thanks to ATLAS the District has been able to fully launch DegreeWorks to staff and students.
- There was discussion among the group on having DegreeWorks training at ATLAS Innovation 2012.

#### **2. IVC/ICOE Technology Conference**

- Michael Heumann announced that IVC would be co-sponsoring a Technology Conference in May here at the college. The event will take place in the 2700 Building and stated the plan is to have a keynote speaker in the morning and then plan breakout sessions with different strands.
- The Business Service Club would be taking care of lunch for the conference.
- ATLAS would be providing coffee and snacks in the morning.
- Angie Ruiz suggested the following three themes:
  - Technology - Etudes, Creating Videos, Prezi Presentation Editor, Adobe Photoshop, Video Conferencing;

- Soft Skills - Customer Service, Time Management, and Anger Management, Managing Change; and
- Teaching Strategies – Contextualized Teaching, Ice Breakers, Reading and Writing Techniques.
- The group discussed key individuals that they would like to include as presenters as part of the Soft Skills (Emily Bill; robin Stanton, Krista Byrd, Andres Martinez, David Zielinski, Omar Ramos).
- The group discussed having a raffle at the end of the sessions.

3. **Other**

- Angie Ruiz asked whether ATLAS Trainers could be used to offer two hours of customer service training to students before being placed with an employer.
- There was discussion among the group on how to attract faculty to attend, perhaps bringing in outside speakers.
- Sidne Horton suggested creating topics for smaller groups. ATLAS could put together brown bag lunch workshops that are relevant to a specific area.
- The group discussed ATLAS visiting the different divisions and asking the divisions what training topics they would like to see presented by ATLAS.

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