



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Monday, April 7, 2014.
3:00 p.m.

Attending:

Michael Heumann, Project Director
Sidne Horton, Project Coordinator
Jeff Enz, Director of Enterprise Systems
Jeff Cantwell, Director of Application Services
Gaylla Finnell, Distant Ed Coordinator

Recorder:

Adriana Sano, Administrative Assistant

1) Updates

a) Instruction

i) ASIE Conference

- Michael Heumann informed the group that he and Sidne Horton attended the ASIE Best Practice Conference in LaVerne, CA. At the conference met consultants from Escala Educational Services who have developed a comprehensive professional development program to help train faculty to engage students. They were impressed with their services and have asked Escala Educational Services to provide some professional development training at the August Conference.
- Sidne Horton announced there was a new interest in Prezi and gave two Prezi trainings last week.

ii) Training Videos

- Sidne Horton shared with the group that she is helping Norma Nunez create videos for the Online Orientation system, and will also be helping the Library to create screencast videos.

b) IT

i) Student of Academic Progress

- Jeff Cantwell informed the group that as part of the Student Success Initiative, a Financial Aid Student of Academic Progress package will be setup in Banner which provides electronic tracking of student's academic progress which will meet all state requirements. The cost of the professional services by Strata Information Group will be \$19,700.00.

ATLAS carryover funds will be used to pay for these services which include on-site training.

- Two consultants from Strata Information Group will be on campus to provide training to Financial Aid staff in May.

ii) DegreeWorks

- Jeff Cantwell explained to the group as part of the enrollment process students will now need to have in place an abbreviated Ed Plan. With DegreeWorks you are now able to create Ed Plans and he is in the process of switching the Ed Plans over to DegreeWorks to allow students to have multiple plans. The plans will need to be tracked and auditable by the State.
- DegreeWorks Scribe training took place last week, scribing responsibility has now moved to the Instruction Office.

iii) ADA Compliance

- Gaylla Finnell informed the group that the District is out of compliance on and off campus with ADA Compliance. She asked if ATLAS funds can be used to bring the campus into compliance.
- Jeff Enz responded that this topic would be discussed at the Technology Planning Committee. A recommendation will go forward whether to leave the captioning on on all DVD players in order to fulfill this requirement. ADA for online course videos are also out of compliance and will need to be looked at.

iv) Sharepoint

- Jeff Enz reported that SharePoint accounts have been created for different departments and is currently in the testing phase.
- Jeff Enz informed the group that Lync now also available, and will be showing a demo at the next Technology Planning Committee meeting.

2) Sally's Visit and Spring Showcase

- Sally Griffin, ATLAS External Evaluator will be on campus April 28-29th, the agenda to date is as follows:
- Meetings:
 - New Title V Grant Discussion
 - Instructional Council Task Force
 - Grant Oversight Committee
 - IT Task Force
 - Director of Institutional Research
- Spring Showcase:
 - Classroom Innovation Presentation - Sidney Rice
 - SPOL Presentation – Jose Carrillo
 - Starfish Presentation- Trini Arguelles
 - Online Orientation Presentation - Norma Nunez.
 - Mobile Connect and iDashboard Presentation – Jeff Cantwell

3) **August Conference Update**

- The group discussed scheduling a Tech day August 16th, the Saturday after orientation.
- Gaylla Finnell informed the group she would be available for a Blackboard Training for part-time and full-time faculty. The goal is to get all faculty using Blackboard. She indicated a few faculty are getting certified through @ One Online Training.

The meeting was adjourned at 4:00 p.m.