



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Thursday, April 5, 2012
1:00 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

Recorder:

Adriana Sano, Administrative Assistant

1) Updates

a) Instructional

i) ATLAS Newsletter

- Sidne Horton showcased an ATLAS online newsletter that she had created <http://theworldofatlas.weebly.com/> using the Weebly Website. She created a segment called “Action Spotlight” which will highlight ATLAS participants sharing their favorite things and classroom innovations.
- Angie Ruiz announced her CIS Advisory Committee Meeting will take place April 6, 2012 @ 11:30 a.m. Several people from the community and ICOE have been invited to attend. Todd Finnell would be giving a presentation on the updates that are happening on campus.

b) IT

i) Wireless

- Jeff Enz gave an update on the wireless network and indicated that the installation is 100% complete. Next week his team will be working the installation of the external access points around campus.
- He announced during spring break his team would be on campus working on the Microsoft Exchange, Firewall, and ShoreTel Phone updates.
- Todd Finnell updated the group on the progress of the phone transition; and indicated that there is a problem with certain numbers on campus porting correctly. Jeff Enz has contacted both carriers' involved to address and correct this issue.

2) Tech De Mayo Conference

- Angie Ruiz informed the group that her business class would be participating in a session; and Sidney Rice and Ed Well have also showed interest in participating.
- Todd recommended flagging each session as a student showcase throughout the conference.
- The group decided instead to plan a large scale student showcase in August.

3) Conference call with ICOE (Teri Sanders and Magali Meza)

- Teri Sanders announced that Rustin Hurley, Executive Director for Next Vista for Learning has agreed to be the Keynote Speaker and indicated that ICOE would pay for his services.
- There was discussion on the student sessions and how many students would be participating and whether the lunches would be paid with registration fees collected.
- Teri Sanders brought up the idea of having a petting zoo of technology where local vendors bring in devices to showcase and let participants try out. There was discussion on security and using the labs for on-hands training.
- Magali Meza informed the group that there are five sessions submitted so far, and five others have indicated that they would be submitting their proposal.
- Other speakers scheduled:
 - Allen Teng, San Marcos Unified will be presenting four different sessions: Creating E-Textbook: The Potential of iBook Author; Free Web 2.0 Tools to Enhance Digital Storytelling; Self-Grading Interactive Classroom Research Tools; and Social Bookmarking for Collaborative Student Research. ATLAS would be paying for his travel expense.
 - Brian Frost, San Marcos Unified will be presenting four different sessions: Purchasing Equipment: iPods, iPads, Netbooks; PodCasting and Video Creation; Digital Portfolios; and Creating Digital Comics for ELA and History.
 - Glen Warren, California School Library Association will be presenting a session called Digital Literacy: Turning “No” into “Yes”. ATLAS would be paying for his travel expense.
 - Todd Finnell indicated that his team would be putting together four sessions in technology.
- Teri Sanders indicated the group is planning on 32 sessions in four different time slots.
- There was discuss among the group on advertising for the conference; Teri Sanders indicated that an ad would be placed in the Imperial Valley Press the week before the conference. (April 29th). She indicated that ICOE would be sending hard copies and distributing to each school district.
- The group discussed including music or folkloric dancers to keep with the Cinco de Mayo theme.
- Angie Ruiz indicated she would take the lead in contacting the folkloric dancers. There was discussion on using red, green and white table clothes and using piñata as center pieces.
- Teri Sanders indicated that she has Mexican paper flyers that she can contribute for decorations.

- The group decided the checks received through registration would be made payable to IVC. ICOE would receive all payments from registration and then reconcile with IVC. The group agreed that no POs would be accepted and a receipt would be provided to each registrant.
- Teri Sanders indicated that through Google Docs the group could share progress on contacting vendors.
- Sidne Horton indicated she would be contacting different tech magazines over spring break to see about donations of subscriptions. She would be contacting local vendors including Costco, Best Buys and Staples for donations.
- Angie Ruiz announced she has two donations from the Book Store.
- Next phone conference April 17th at 2:30 p.m.

4. Other

The meeting was adjourned at 2:15 p.m.