



Imperial Valley College  
ATLAS Planning Group Minutes  
Arts & Letters Conference Room 2780D  
Monday, September 23, 2013  
3:30 P.M.

**Attending:**

Michael Heumann, Project Director  
Sidne Horton, ATLAS Coordinator  
Todd Finnell, Vice President for Information Technology  
Jeff Enz, Director of Enterprise Systems  
Jeff Cantwell, Director of Application Services  
Brian McNeece, Dean of Arts, Letters & Learning Services

**Recorder:**

Adriana Sano, Administrative Assistant

**1) Updates**

**a) Instructional**

**i) Blackboard Training**

- Sidne Horton informed the group that the following Blackboard trainings took place:
  - Blackboard Navigating for Students 8/20/13 and 8/22/13
  - Faculty Blackboard Basics 8/29/13 and 9/3/13
  - Blackboard Gradebook 9/17/13 (two sessions)
  - Open Drop-in Blackboard 10/1/13
- Sidne Horton has met with the Deans to discuss what their training needs are division/department wide. Her goal this year is to bring high level trainers to meet these needs.

**ii) @One Project Training**

- Sidne Horton informed the group that ATLAS funded 50% of the @One Project which consisted of four weeks of customized online courses for IVC faculty. Courses included Introduction to Online Teaching/Learning; and Introduction to Teaching with Blackboard.
- ATLAS would be compensating trainers for future Distant Ed training.

**iii) January Conference**

- The group discussed having a Distant Ed Training at the January Conference.

iv) **ANNUAL PERFORMANCE REPORT**

- Michael Heumann informed the group that he will begin working on the APR which is due at the end of the year or early January. He has not received notice from the Department of Education due to the government shutdown.

b) IT

i) **iDashboard**

- Jeff Cantwell informed the group that a iDashboard will be created for each department; it will be going to the Data Reliability Committee for review before launching to the College.
- iDashboards features will allow each department to analysis real-time data using interactive charts and graph for decision-making purposes.

ii) **Elucian Mobile Connect**

- Jeff Cantwell gave an update on Mobile Connect; he indicated the application was rolled out to students at the beginning of the fall semester.
- Ellucian Mobile Connect will give students access to all their student information through their mobile devices. Students will have access to WebSTAR, IVC Catalog, on-line schedule, grades, Google map of the College, and the ability to add/drop classes.
- The initial cost was funded by the ATLAS Grant and future yearly maintenance fee will be offset by savings in the IT Budget.

iii) **DegreeWorks**

- Jeff Cantwell gave an update on DegreeWorks; he indicated a Core DegreeWorks Team has been created which includes nine key staff members from A&R, IT, Counseling and Instruction.
- Kathie Westerfield, SIG Consultant will be on campus September 26<sup>th</sup> to assess the current health of DegreeWorks and help develop and implement new procedures.

iv) **Strategic Planning Online (SPOL)**

- Jeff Cantwell informed the group that Strategic Planning Online (SPOL) system has been purchased, the initial cost has been funded by the ATLAS Grant.
- A core group has been formed to begin the set-up and implementation of the new planning tool.
- SPOL will be used to collect and integrate data that supports accreditation planning, program review, strategic planning and outcome assessments of the District.

v) **Lecterns**

- Jeff Enz reported that six laptops and nine desktops have been order to outfit the remaining classrooms across campus with Classroom Technology Carts.

vi) **SharePoint**

- Jeff Enz announced an upgrade has been installed which fixes some of the bugs in SharePoint. IT will be running tests on SharePoint before considering rolling out to the campus.

vii) **Construction Christmas Break**

- Jeff Enz informed the group that December 18, 2013 through December 23, 2013 the power on campus will be shut down to finish the Data Center Project and no phones, emails, and internet will be available.

2) **External Evaluator Visit April**

Michael Heumann gave an update on the External Evaluator visit. Sally Griffin was on campus April 22-23, 2013. She met with different groups on camps and student organizations. The report was disseminated to the group.

Sally Griffin also attended the ATLAS Media Festival on August 13-14, 2013.

3) **August Conference Update**

- Sidne Horton gave an update on the August Media Festival which took place on August 13-15, 2013. There were a total of 39 full-time and part-time faculty in attendance; and 13 ATLAS Trainers.
- The ATLAS Media Festival consisted of the following Learning Workshops:
  - Creatively Using Social Media
  - Media Applications, Overview of Possibilities, Student Product-Based Assignments
  - Brainstorming Innovations for Grants
  - Voice Thread
  - Screencasts
  - Writing Grant Proposals
  - Animoto
  - iMovie
  - Phone Videos
  - Power/Point/Prezi
- Day Two of the Festival participants shared what they had learned at the Media Festival Red Carpet Events.

#### **4) Year 3 Assessment (Fiscal Year end 9/30/13)**

- The group reviewed the Year 3 Budget. There is a significant carryover in Year 3 in Consulting and Personnel. The majority of the funds which will be carried over will be used for the HR Phase 1 and 2 which was not completed prior to the end of the fiscal year and will continue during Year 4.
- There was a change in personnel beginning July 1<sup>st</sup> which caused savings.

#### **5) Year 4 Goals and Objectives**

The group discussed Year 4 Goals and Objectives:

- Year 4 proposed Budget for Banner includes an integrated email system; this objective will need to be reassessed since emails have already been addressed.
- Year 4 proposed budget for computer labs was discussed by the group.
- Use of ATLAS funds was discussed to update the equipment and software in DSP&S. Key would be to have a process in place to replace equipment and software once they are replaced or updated.
- Discussed the possibility of ATLAS Funds to be used to help with the Campus Refresh Program.
- Discussed Blackboard 24/7 Support not being well received by faculty.
- Discussed Objective 1.4 and defining “computer technician” and who meets this objective. Blackboard would be used to fulfill this objective.
- Travel was discussed and the group discussed interest in attending the League of Innovation which will be held in Anaheim this year.
- Jeff Enz indicated that he and Jose Torres would be attending the CEPTA Conference in Pasadena on November 19, 2013.

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