Technology Committee Meeting
February 08, 2013
10:00am - MCR

In Attendance: Matt Christman, Melissa Colon, Brian DeMoss, Doralyn Foletti, Robert Gritz, Ida Ponder, Karin Rodts, Marne Shively, Don Smith, Terri Isaman (Recorder)

Absent: Leslie Buckalew, Kath Christensen, Wendy Griffiths-Bender, Rickee Hill, Craig Johnston, Shawn Jordison, Wendy Link, Kirsten Miller, Melissa Raby, Mike Torok, Susan Vegter-Slape, Chris Vitelli

Blackboard Update
Brian reported there has been discussion of reconvening the District-wide committee to investigate Blackboard or look at alternatives. MJC President Jill Stearns has decided to maintain Blackboard for a minimum of 1-year. However, MJC continues to look at other management systems. The District contract with Blackboard will expire within the next few months. The contract will roll to month-to-month while a new contract is negotiated. YCCD has determined the new contract cost will be bore by the two colleges – 85% MJC and 15% Columbia. Columbia's portion is estimated to be about $20,000. It was noted the cost would be about the same if Columbia hosted a stand-alone system. Brian further reported the colleges have been running over the cap limit set by Blackboard. This will likely increase the renewed contract.

Melissa commented Columbia's Title III grant is nearing completion. Presently MJC has about 220 online classes. If MJC obtains a technology grant, it could be Columbia would not have the funding available to invest in another management system. Other systems available are self-hosted which would increase the cost considerably. MJC reviewed Moodle last year and Canvas this year. Also, there are some MJC instructors utilizing outside management systems for their particular class. The committee discussed the negative impacts of individuals using renegade systems.

Melissa reported there is a free version of course sites which carries the latest rendition of Blackboard. Columbia will be utilizing this as the test site. Faculty can only sign up for the free course site as an individual.

Technology Update
a. Manzanita Remodel
   Brian reported the IT department is working with the architects on technology needs for the Manzanita Conference Room and the multi-purpose room. Equipment identified so far include:
   - Bright link projector
   - Large screen TV
   - Large screen projector to accommodate fully opened rooms
   - Video-conferencing system

Technology Update - continued

- Fixed position video cameras
- Sound systems in both rooms

The manzanita conference room will become the primary EOC in cases of emergency and will be on the back-up generator system. There will also be a large screen TV and sound system mounted in the Rotunda for college information. The sound system will have the ability to operate individually or jointly with the systems in the MCR and multi-purpose room. A surveillance camera will be mounted outside the student queuing area.

In answer to a question from Karin on ADA compliance, specific equipment has not been chosen but the remodel committee is aware of the need. Brian and Karin will meet when it is time to choose appropriate equipment for the two conference rooms as well as the high tech center.

Discussion followed on the need to close caption the student testimony videos for the upcoming Measure E display in the Rotunda.

Technology Mission, Vision, Goals and Charge

The Committee affirmed the changes to the Technology Vision Statement per the changes identified in the minutes of October 12, 2013. The Strategic Goals were revised as noted in attachment. Regarding Goal 1, Melissa informed the committee there are special mandates if a distance education student resides out of state. The college is required to contact each state Office of Education and pay a fee as required to recruit students from their area. It is important to maintain the word "regionally" at this time.

How to better Utilize Student Email

Brian asked the committee if there were any new ideas for better utilization of student email. Doralyn asked about the process of sending student email blasts. Brian reviewed the process and approvals required. The committee discussed the pros and cons of linking student email to personal email accounts. It was noted that all financial aid department emails do not forward. The committee also reviewed the process of faculty email blasts. A drawback to this system is that emails cannot be sent to multiple classes at one time. An email must be sent on a class by class basis. It was further noted that student email accounts are frozen if not accessed at least once per semester. Melissa suggested sending faculty guidelines on student email for distribution to their students.

Brian reported YCCD IT will be upgrading the student email system in March. Microsoft is transitioning its email service from Outlook Live to Office 365 as it is felt to be a better interface.   The log-in location will not change. Students will receive an email on the change and steps to take. Marnie reported Financial Aid will also be sending an email to students reminding of the change.

Technology Plan Update
No report

Other
Don inquired about funding to update the computer labs. Brian reported there may be one-time funding and updated technology needs should be in unit plans. Don reported the Fir computer lab units are between 6-8 years old. Brian reported the old Sequoia computers will be transitioned into the library; and, Sequoia 8 was updated with computers from the ATTC. Discussion followed on the lack of consistent funding to technology to provide improved and updated equipment to the students. It was reported that computer science faculty and Brian will meet to discuss equipment and software needs for fall 2013.

Melissa reported that many online students do not know what a "management system" is or where to log in. Melissa stated, from a faculty perspective, many students do not understand how to navigate online classes. Suggestions included adding a link to Blackboard from the homepage or a mandatory orientation prior to registering for online classes. It was noted there is no available space for a link from the homepage. The Web Focus committee is currently reviewing the number and type of links from the homepage. And, any mandatory orientation must be approved by the Curriculum committee. Melissa stated faculty are doing a great job orienting their students but an additional avenue would be very welcome.

There being no further business, meeting adjourned at 11:26 am.

Strategic Goals

The Technology Plan is a tool to help Columbia College redefine initiatives and adjust institutional direction and will be shaped with the following strategic goals resulting in formal timelines with clearly defined milestone achievements:

Goal 1: Maximize access to educational opportunities for current and future students.

> Utilize technology to reach new and existing populations through a variety of methods with special emphasis placed on the creation of a distance education program to service students both locally and regionally.

Goal 2: Enhance diverse delivery opportunities and create engaging learning environments.

> Promote influential learning opportunities and quality instruction through the use of innovative technology closing the service gap in face-to-face offerings vs. satellite ~~programs, blended or hybrid courses~~ locations or fully online offerings in the pursuit of excellent student support.

Goal 3: Increase opportunities for collaboration and strategic partnerships

> Seeking grant opportunities, corporate and private partnerships ~~where prudent~~ without impeding institutional or program integrity will enable lower operational costs, stronger program support and allow for enhanced opportunities for more students.

~~Goal 4: Strengthen Columbia College's institutional identity in the local community, state, and nation.~~

> ~~Refinement of current programs and introduction of new offerings in support of the local community, state and national trends will result in opportunities for increased FTE count and enhanced recognition as a vital supportive educational institution.~~

~~Goal 5: Recruit, retain, and reward a diverse quality workforce.~~

> ~~Enhancing and expanding our workforce to service both internal and external needs by recruiting, retaining and rewarding quality individuals of diverse backgrounds will serve to strengthen Columbia's vibrant collaborative educational environment.~~

Goal ~~6~~ 4: Establish base funding levels for technology to ensure efficient management of resources resulting in higher return on investment, safety and security

> Establishing annual, recurring funding for all operational technology needs will contribute to the lowering of the overall cost of technology and must be coupled with formal review of all technology expenditures; a special focus must be placed on securing information systems against all threats to institutional continuity and to ensure student privacy and data security.

Goal ~~7~~5: Support the Columbia College Master Plan and the ~~California Community College Tech III endeavors~~ YCCD Technology Strategic Plan

> The Technology III Plan: 2007-2010 (Tech III) articulates a framework and direction for information and communications technologies that support the overall vision in the CCC Strategic Plan. Including initiatives from both plans will ensure local, district and system-wide endeavors are implemented, modified or refined utilizing all potential resources and result in long-range strategic vision. [Tech III Document](#) include support to faculty and staff
> To be reviewed at March meeting.