

Technology Council Meeting Minutes September 13, 2010

Attendance:

Name	Unit Represented	Department	Date: 9/13/2010
Voting Members			
Carol Briggs-Erickson	Librarian	Library	P
Becky Evans	Faculty (teaching online)	English	P
Maria Andersen (Co Chair)	Faculty	Math	P
Jeff Stipes	Faculty	Technology	A
Debra Howell	Faculty	Biology	P
Phyllis Robey	Clerical	Community Relations	A
Clark Bingham	Custodial	Maintenance	P
Joe Doyle	Administrative	Administrative Services	A
Greg Marczak	Administrative	Academic Affairs	P
Bruce Wierda	Student SVCS	Financial Aid	P
Jean Roberts	Student SVCS	Registration	P
Josh Boyd	Student	Student	P
Theresa Adkison	Student	Student	P
Mike Alstrom (Chair)	CIO	Information Technology	P
Non-Voting Members			
Julie Weller	Web Committee Chair	Community Relations	P
Mindy Stevens	User Services Manager	Information Technology	P
Jason Miller	Technical Director	Information Technology	P
Maryly Skallos	Instructional Design	Information Technology	P
John Mihelich	Lab Manager/Recorder	Information Technology	A
Lori Potts	Systems Analyst	Information Technology	P
Steven Wilson	Network Administrator	Information Technology	P
Rick Alberty	Systems Analyst	Information Technology	P

**Minutes
Technology Council Meeting
Monday, September 13, 2010**

The meeting was called to order at **1:37 p.m.** in room 1218.

I. Welcome

Mike Alstrom welcomed everyone and indicated that the bylaws that were attached to the agenda. According to the Technology Council bylaws, it is necessary to vote for a Chair and Vice Chair as the first order of business at the beginning of Fall Semester.

**** Chairperson and Vice Chairperson for the 2010-2011 school year (Mike – formerly 5b)**

With no nominations forthcoming, Mike Alstrom volunteered to serve as Chair of Technology Council. Discussion took place regarding the precedent for the CIO to serve in this role. Discussion also took place about the original intent of Technology Council as defined in the bylaws. Maria Andersen nominated Mike Alstrom for Chairperson of Tech Council. The motion was seconded and approved.

Carol Briggs-Erickson nominated Maria Andersen as co-chair of the Technology Council. Discussions took place regarding the role of co-chair as defined by the bylaws. Maria Andersen accepted the motion, which was then seconded and approved.

II. Agenda Approval

Becky Evans motioned to approve the agenda. The motion was seconded and approved.

III. Minutes Approval April meeting minutes

The minutes from the April 2010 meeting were discussed. Maria Andersen motioned to approve the minutes. The motion was seconded and approved.

IV. Old Business

a. Priorities for Instructional Technologies Sub-Committee report recommendations (Mike)

Priorities for the Instruction Technology Needs Sub-Committee Report were discussed. These Items had been identified but not discussed at May meeting because there was no quorum. As a participating member of the subcommittee that was present, Maria Andersen was asked to comment on the items within the list.

Maria stated the need for someplace to house video/audio lessons, podcasts, MP3's. Blackboard shells become large and are copied between semesters so this takes up a lot of space on the Blackboard server.

Maria stated Web 2.0 Features such as blogs and wikis are needed with course design. She said that Learning Management Systems like Blackboard are typically 5 to 10 years behind, current technology, so a third party system may be required for faculty content development. Word Press Multi User was mentioned specifically as a third party content management system. She stated the need for a Synchronous Communication Tool, and mentioned that Adobe Connect was currently in use at the college.

Maria stated the need for Computer Lab Space on Saturdays. During the survey process where needs were identified this was high on the list for students surveyed. Also mentioned was the need for Email Distribution List.

The final item Maria stated from the Instruction Technology Needs sub-committee was how permanent technology classrooms were arranged, along with what technology was provided and what physical properties could be improved, such as the arrangement of equipment, or lighting changes to make images appear easier on projector screens.

It was discussed how this information was collected. According to Jason Miller and Maria Andersen, this information was collected from separate surveys administered to staff, faculty, and students, along with an additional written survey in classrooms. The Instructional Technology Needs sub-committee then met to discuss and tabulate the results.

Discussion on the progress of these items the sub-committee had last met took place. For video and audio storage needs, MCC is working as a development partner with TechSmith (Screencast, Camtasia). TechSmith is offering MCC managed accounts at half the cost of single accounts.

To provide blogs, wikis, and other web 2.0 tools to faculty, Blackboard 9 was discussed. Implementation schedules were discussed, along with the constraints involved with selecting the LMS. The precedent of upgrading between winter and summer semesters was discussed.

Greg Marczak discussed conversations had previously taken place about going to Moodle, but there are stipulations in the faculty contract that make migrating courses to Moodle cost prohibitive. Mike Alstrom confirmed Greg's statements and stated there is no cost to perform the upgrade of Blackboard 8 to Blackboard 9. Becky asked what disadvantages there are with upgrading to Blackboard 9. Maria stated Moodle was more flexible than Blackboard.

Jason Miller stated a test server would be available for faculty to become familiar with Blackboard 9 and that it would include the plugins necessary to test. Maryly Skallos stated that faculty development would be available before the College would go live with Blackboard 9.

Mike Alstrom stated that Email Distribution Lists are under development. There are programming requirements in order to get the right students in right groups. Jason Miller expected this would be complete within four to six weeks.

Mike Alstrom stated that fifty five rooms had been outfitted with permanent technology, and most recently upgraded to include audio. Memory upgrades had been performed to the classroom presentation systems. According to Mike, there are additional efforts that should take place to improve the performance of the classroom presentation computers, preferably within this fiscal year if possible.

Becky Evans stated there had been an improvement in the classrooms with permanent technology. She stated the need for a master list of rooms that could be used to match the technology available in a room with the faculty who use it. This may be a discussion that would need to include Department Chairs. There had been previous discussion about developing a form and process to match technology classrooms with faculty. Mindy Stevens stated that there are lists of what technology is in each classroom on the MCC Website. Maria Andersen requested we try to have some procedure in place to match faculty with technology enabled rooms before fall semester 2011. Jean noted that room capacities can further complicate requests to match technology enabled rooms with faculty.

Josh Boyd stated he would like to see the computer lab space available for students on Saturdays. Discussion took place around lab space was needed on the other side of the college.

Some additional discussion took place regarding faculty web spaces. Maria Andersen stated that there is no suitable method or technology for faculty to share content with people outside of MCC. She said there are not a lot of users who would use this but people who want to try new things should be supported. Mike Alstrom asked how many users were impacted by this need, and if Blackboard would meet the needs if the right building blocks were available. Maria stated that because some building blocks have a cost associated we would have to wait and see if Blackboard could meet the need.

b. Status of college distribution lists (Jason)

This was discussed in discussed in the previous agenda item, and no further discussion or questions took place.

c. Distributing instructional support software to adjunct faculty (Tabled to Fall 2010)

Distributing instructional support software to adjunct faculty was discussed. There has been some difficulty in identifying the specific software needed, as well as what adjunct faculty would need it. Becky Evans recommended this item be brought to Department Chairs issue. Maria Andersen suggested that software could be budgeted for at the time of a new adjunct faculty hire.

V. New Business

a. Information Security Policy / Red Flags Sub-Committee (Mike)

The need for a Red Flag Sub-Committee to assist in the creation of a Written Identity Theft Prevention Program was discussed. Jean Roberts, Bruce Wierda, Jason Miller, and Steve Wilson volunteered to participate in this sub-committee.

b. Chairperson and Vice Chairperson for the 2010-2011 school year (Mike)

(This was covered at the beginning of the meeting.)

VI. Sub-Committee and Informational Reports

a. MCCDAG report (Mike)

Mike Alstrom stated that Document Imaging was a topic at the last MCC Datatel Administrator's Group Meeting. Jean Roberts stated that this is long overdue for MCC, and presently the vault is filled to capacity, so the room originally designated as the call center serves as additional storage, although not in compliance with Red Flag Rules. Permission to seek bids is required from the MCC Board of Trustees, so MCCDAG is building justification for input into the proposal. It is anticipated that this will be an agenda item for the MCC Board of Trustees in October.

VII. Announcements

a. IT Strategic Planning & Governance Review (Mike Alstrom)

Mike Alstrom stated that a part of SunGard's contract deliverables is assistance with the creation of an Information Technology Strategic Plan. This will be taking place in the November / December. The previous IT Strategic Planning process was discussed.

b. Blackboard Course Retention request (Richard Alexander)

Richard Alexander presented in writing a mismatch in retention requirements of the Blackboard Policy and the MCC Board of Trustees policy on retaining grade books and requested assistance with resolution from the Technology Council. This will become old business next month.

Meeting adjourned at 2:35 p.m.

Submitted by,

**Mike Alstrom
Technology Council Chairperson**