

Modesto Junior College
CTC Meeting Minutes

November 6, 2012

Approved Minutes

Co-chairs: John Zamora, Nadia Vartan

Present: Nadia Vartan, John Zamora, Shelton Patterson, Nancy Backlund, Michael Smedshammer, Yoseph Demissie, Ellen Dambrosio, Francisco Banuelos, Leslie Collins, Scotty Gonser

Absent: Josh Hash, Larry Scheg, Pedro Mendez, Michael Guerra, Laura Maki, Mel Ainsworth, Will Lotko, Shamiran Pourellyas, Timothy Vaughan, Dale Phillips, Carol Ellis, Jenni Abbott, Pamela Aguilar, Michael Sundquist, Arnold Chavez,

Approval of Agenda

Without objection, the agenda was approved.

Approval of Minutes

Without objection, the minutes from October 2, 2012 were approved.

Training Survey Results

There were 49 responses to the survey regarding technology. Out of those responses, 43 were willing to provide training. We pulled the names of those who cannot provide training out of the eligible names for the Starbucks gift cards. The two winners of the gift cards for \$10 each to Starbucks were Sounisa Lee and Linda Kropp. They will be notified tomorrow and delivered the cards. Thank you to Michael Sundquist and the Arts, Humanities and Communications Division for the gift card donations. An email will go out to everyone at MJC announcing the winners.

Action Item:

- Email everyone at MJC the two winners of the drawing for the Starbucks gift cards.

WHO: Nadia Vartan

WHEN: Wednesday, November 7, 2012

The top areas for those available to provide hardware training were for: Smart class equipment, tablets/e-readers, Smart phones and Smart boards. The top software categories were: Microsoft Office, screen capture software, MediaShare, photo editing and Web development. In the miscellaneous category, the top training areas are Web 2.0 tools, operating systems, Blackboard and SharePoint. The methods preferred for providing training were face-to-face, hands-on, appointment based, online tutorials and summer sessions.

One question arose as the training survey was being administered, and that was if the trainers would be compensated. This question will be run by the PDCC, but the trainings will likely be voluntary. It is probable flex credit can be given to the participants, and we were told that if you provide training, you receive triple time for flex credit. To be given flex credit, the training will have to be approved through Title V first, and then go to the flex group for approval.

Michael Smedshammer will talk to PDCC how they would like us to handle the list of those willing to provide training. It was suggested to keep all trainings under one umbrella and give PDCC our list of trainers so they can coordinate a schedule with those available to train. We can provide PDCC with assistance if they need our resources in setting up the trainings.

Action Item:

- Discuss who will coordinate the technology trainings with PDCC at their next meeting.

WHO: Mike Smedshammer

WHEN: At the next PDCC meeting

College Council Representation – volunteer?

The College Council meets twice a month on a Monday from 3-5 p.m. We need a representative from CTC to sit on this council. Nancy Backlund volunteered to take on this responsibility. John Zamora said this will start in Spring 2013.

Tech Plan Action Timeline

We took some time to discuss action item 2.2a which addresses the need to identify all current technologies that should have regular review. Desktops are mission critical and require regular review, as well as annual software renewals and software updates such as Windows, Microsoft Office, virus scanners, Web browsers, etc. These updates should be centralized, however at this time, we don't push updates to Web browsers, but we should set a standard for the browsers we use and install.

We still see some users with older versions of Microsoft Office and outdated operating systems. All operating systems and Microsoft Office applications will be upgraded by the end of the year/early next year. Nadia's department is currently working on shortening this list. Mike Smedshammer mentioned as he helps faculty, he's noticed some using older operating systems, Office tools and Web browsers. Technology Services needs to know when you come across these users, so they can be updated. Technology Services has begun to upgrade computers building by building and started upgrading all computers in Morris Memorial. Nadia will have them move to Founders Hall next since there are many faculty members in this building.

Yoseph said that we have everyone who logs into the domain on an automatic update for Windows. However, if the user is on an older version of Windows, such as '98 or 2000, they will not be automatically updated because they are out of support.

When users are upgraded to Windows 7, they will no longer have administrative rights to update their computers. Technology Services is working with District IT to push updates to some of the commonly used software programs, such as Adobe Flash, Silverlight, Web browsers, etc. Please let us know if there is software that should be included on this list to be automatically updated.

Action Item:

- Work on list of campus technologies that require regular review.

WHO: Nadia, John and Yoseph with the help of Technology Services

WHEN: No date discussed

Action item 2.2c addresses the need to have a written procedure for adopting new technologies for the campus. We should be looking at open source options. John mentioned that Blackboard 10 was demonstrated recently and is so much better than version 9. The calendaring tool uses a drag and drop feature that makes changing dates very easy. There are also a variety of tools available on the new version such as surveys, updates/notifications and social media. The new version also uses HTML 5. Modules can be updated individually without having to update the entire shell of Blackboard.

Ellen has been investigating an alternative to the primary piece of software the library uses. When her current vendor found out she was looking at other products, it was willing to deeply discount the price it currently charges MJC in order to keep our business. Ellen said she didn't realize how much a vendor would be willing to negotiate its price and offerings and wants to remind us that we should remember this when looking at our various software contracts.

Next Meeting: Tuesday, November 20, 2012, at 2:30 p.m. in Forum 108.