

**Modesto Junior College**  
**CTC Meeting Minutes**

**September 18, 2012**

**Approved Minutes**

**Co-chairs:** John Zamora, Nadia Vartan

**Present:** Nadia Vartan, John Zamora, Shelton Patterson, Carol Ellis, Arnold Chavez, Leslie Collins, Pamela Aguilar, Jenni Abbott, Yoseph Demissie, Ellen Dambrosio, Michael Sundquist, Scotty Gonser

**Absent:** Josh Hash, Larry Scheg, Pedro Mendez, Michael Guerra, Laura Maki, Mel Ainsworth, Francisco Banuelos, Will Lotko, Shamiran Pourelyas, Timothy Vaughan, Michael Smedshammer, Dale Phillips, Nancy Backlund

**Approval of Agenda**

Without objection, the agenda was approved.

**Approval of Minutes**

Without objection, the minutes from September 4, 2012 were approved.

**Spring 2012 Survey – Follow-up Survey**

There were some changes made to the technology training survey. These changes will be made and emailed to John Zamora so the survey can be created in an online format. John will look into setting up an online survey using Google Docs. John will present the final document in the online survey format at our next meeting so we can approve it and send it out to MJC on October 3, 2012.

**Action Item:**

- Edit second survey regarding training and send to John Zamora.  
**WHO: Jennifer Ahlswede**  
**WHEN: As soon as possible**

**Action Item:**

- Draft second survey regarding training online using Google Docs.  
**WHO: John Zamora**  
**WHEN: By next meeting**

**Staff Development Web Site – Technology**

The Professional Development Coordinating Committee will still be the umbrella for all trainings on campus, including technology-related trainings. We are still researching options for a calendar-style format for the training Web site. We will use the information provided in our survey to help plan who, when, what, etc. so we can develop our training Web site.

Jenni Abbott suggested we plan to use thirty minutes of each meeting to begin developing our training Web site. Nadia Vartan suggested we keep technology tips and tricks on our CTC Web site and develop a technology training site for PDCC. Yoseph Demissie suggested we could look at Web site development options other than OmniUpdate.

**Web browsers**

Nadia discussed the need for multiple Web browsers installed on lab computers with the Technology Services staff. The consensus of the group was it would be good to have two options, such as Internet

Explorer and Firefox, but not three options, to include Chrome. Web browsers require frequent updates, so unless there is reason to install three, Technology Services suggests installing two. The technicians will add Firefox to their lab computers the next time they update their labs.

Leslie Collins mentioned Mike Smedshammer said there have been a few faculty members who had video and other things embedded in their Blackboard sites that only work in Chrome, but not in Internet Explorer or Firefox. Nadia needs specific examples of this if we are going to put three browsers on computers.

#### Action Item:

- Provide examples to Nadia when video or other Web site components will only work on one Web browser versus another (Chrome, Firefox and Internet Explorer).

**WHO: All who experienced or heard of Web browser issues**

**WHEN: No date mentioned**

Yoseph mentioned some functionalities of Java do not work in Blackboard, however having all the browsers installed will not necessarily fix the problems. We should look at what is causing the site not to render. We need to develop standards. The more browsers we add, the more work our developers experience. None of the applications written by our IT developers are found on lab computers. One place to start is to develop a list of Web sites our students need to access using a browser. This list may be near impossible to maintain, but HelpDesk could help with capturing this data. Yoseph said starting October 1, the HelpDesk staff will start asking students about problems with their Web browsers and which Web browser they were using when the problem occurred.

#### Decision-Making Document

The institution is working on updating a document the President has created regarding structures for councils and committees. Her proposal diminishes CTC's role in what we do for the college. The charge for the CTC is in the Decision-Making Document, however the section in which we provide rankings and feedback for decision-making relating to technology has been removed. Our committee is unique in that we have an entire group of technology-minded individuals who meet regularly to guide the institution in technology-related matters. The new charge would impair our ability to guide technology decisions on campus.

The revised Decision-Making Document was reviewed by the committee. Jenni Abbott will draft a letter from our committee to the College Council explaining our rationale as to why we act as a council for resource allocation and technology implementation on campus. The letter should include: the commendation from the accreditation visiting team, the Technology Plan's rationale explaining the role of the CTC, and that the CTC should not fall under Student Services as suggested in the new flow chart. Jenni will start the draft and send out to the group as soon as possible, since the new Decision-Making Document will be accepted on October 1, 2012.

#### Action Item:

- Draft letter to College Council regarding the change in structure of the CTC and its role in resource allocation recommendations.

**WHO: Jenni Abbott**

**WHEN: As soon as possible**

John Zamora will present it to the College Council at their meeting on Monday, September 24, 2012.

Yoseph mentioned that Cuesta College specifically had issues with accreditation as it relates with integrating of technology and planning in their resource allocation process.

The next accreditation team visit is at the end of October.

**Other**

Leslie Collins suggested we start sending out the minutes to everyone at MJC on a regular basis with a question or tips relating to technology.

John Zamora recommends adding student representation to our committee. Jenni Abbott moved to have two student representatives to our charge. Ellen Dambrosio seconded the motion. Without objection, the motion was approved.

**Next Meeting:** Tuesday, October 2, 2012, at 2:30 p.m. in Forum 108.