

DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

October 9, 2014

Attending Committee Members: J. Bernstein-Chargin, F. Harris, Ron Hannon, and F. Lozano
Committee Resources and Guests: K. Billups, J. Maringer-Cantu, E. Cervantes, S. Kinsella, S. Lawrence, K. Moberg, and K. Rose

- I. Call Meeting to Order – Fred Harris opened the meeting at 1:00 p.m. Priority items were moved forward on the agenda.
- II. Approval of Minutes, September 11, 2014 – The minutes were approved and will be posted on the intranet.
- III. MIS project list – Kyle Billups reviewed current and upcoming MIS projects
... CurricuNET implementation is ongoing and currently being tested by a few individuals. When completed, it will be the source for faculty to create and update courses.
... We are beginning the implementation of a new CCCApply.
... Updates were completed to support new reporting requirements for the Student Success initiative. Additional reporting requirements are still being implemented.
- IV. SSSP and PB19 Technology Needs – Kathleen Moberg reported that Gavilan is offering GUID exploration classes, in which one component is students creating Educational Plans using DegreeWorks. There is an issue with scheduling GUID classes in existing computer labs. Kathleen proposes setting up PB19 as a computer for the new GUID classes. Currently, PB19 is not configured as a computer lab. Kyle mentioned that PB19 will need a new network switch, additional network drops, additional power outlets, and 25-30 desktop computers. In addition, Gavilan needs to investigate to ensure that there is enough power to support the additional equipment. Jane Maringer mentioned that we need to ensure that the new proposed computer lab is ADA-compliant.

Kathleen Moberg and Kyle Billups proposed purchasing a robust virtual server to house all SSSP-related software and servers. SARS-GRID is used to schedule/track students meeting with counselors. Currently, SARS-GRID is running on an old server and database. Both Degreeworks servers' Dell support agreement expires in April 2015. After April 2015, Gavilan needs to decide whether to purchase new servers or extend the service agreement. Purchasing a robust virtual server will enable Gavilan to install SARS-GRID (3 servers) and Degreeworks (2 servers) onto a single physical box with a 7-year support agreement.
- V. Web Accessibility – Jane Maringer reported the need to reconvene Section 508 committee to help ensure ADA/Section 508 compliance. Jane mentioned that DegreeWorks is not fully accessible, and other institutions are sharing the same concern. If GUID classes are requiring the use of DegreeWorks, then either Degreeworks needs to be accessible or provide additional help to students who needs assistance.
- VI. Online Education Initiative (OEI) – Sabrina Lawrence reviewed the online education initiative activities being handled by a California Community Colleges (CCC) consortium. Sabrina reported that MPC and Hartnell are participating in the pilot OEI. Sabrina will contact MPC/Harnell as well as monitor listservs regarding the status of OEI.
- VII. Change in host for Learning Management System (iLearn) – Distance Education Committee evaluated Remote Learner and Moodle Rooms, and recommends Remote Learner. Remote Learning will host iLearn for initial cost of \$17K and annual support for \$12,245. Possible funding from Title V to cover initial costs. Plan is for Gavilan to pilot Remote Learner during Spring 2015, and go live during Summer 2015.

- VIII. Website/CMS update – Jan Bernstein-Chargin reported that WebHeads continue to prepare for a new content management system. The WebHeads are planning to meet with Articulate Solutions to start developing new web design templates. The new web templates will be responsive supporting mobile, tablets, and desktop computers.
- IX. Student E-mail and Social media policies – Jan reported the need to develop business procedures to send e-mail to all students. What types of e-mails, who can send e-mails, and the frequency are being discussed. For instance, campus events may be sent to all students in a monthly digest. Steve Kinsella mentioned looking at Gavilan’s current BP/AP for computer usage.
- Jan noted that various Gavilan departments would like to create a social media presence. Similar to the e-mail procedures, Jan recommends developing guidelines for departments to use social media. One recommendation is adding the PIO as an administrator for all Gavilan-approved social media sites.
- X. Clery and SaVE Acts (one-click presence): Jan reported that Gavilan needs to ensure that the necessary Clery/SaVE web page are one-click away from the District’s home page. Jan mentioned added a link to the “About Us” drop-down menu that is on every District web page.
- XI. New Tech Topics:
- XII. Next Meeting – November 13, 2014
- XIII. Future Agenda Items:
- A. 5-Year Instructional Equipment Plan spreadsheet
 - B. Upgrading Network Infrastructure to support new technologies that were added the past 3 years as well as upcoming technologies.
- XIV. Report out to your constituent group.