

# Instructional Technology Committee

## MINUTES (Unapproved)

**Date:** 12/08/09

**Time:** 2:00 p.m. to 4:00 p.m.

**Attendees:** **Co-Chairs:** B. Moseley, B. Suderman **Reps:** D. Kilburn, T. Lovelace, C. Martin, D. Matina, J. McGee, D. Palinsky, S. Phinney, K. Rabe, N. Strobel  
**Recorder:** C. Sifuentes **Absent:** A. Beheler, D. Givens, M. Hightower, D. O'Connor, K. O'Connor, B. Whitcomb

1. **Review and approval of minutes:** The meeting opened at 2:00 p.m. The minutes from the November meeting were approved.
2. **Additions to agenda:** No additions were made to the agenda. Class capture was removed from the agenda.
3. **Online task force – course management systems:** David presented the online task force course management system recommendation. The task force recommended that Moodle be the course management system (CMS) supported by the District. The task force noted concerns in the CMS recommendation as well. Some of the concerns were: that the District make a monetary commitment for training faculty in the chosen CMS, that the District make a monetary commitment for “conversion” assistance, that faculty be “assured” they would not be converting to another CMS in the near future, that there be a process for evaluating new course management technologies, and that there be a process in place to change CMSs. Chris Craig will be getting an implementation group together to address the last six items on the recommendation document (see CMS recommendation for details). He hopes to have some of those items completed by the January 12th or 19<sup>th</sup> Chancellor’s Cabinet meeting. Those interested in joining the group should contact Chris.

The group made some additional edits to the CMS recommendation. Ending with Debby sending the final edited version to the ITC listserv and Chris Craig. The recommendation will be presented to the Technology Leadership Council at their December 10<sup>th</sup> meeting. Once approved there the recommendation would be ready for distribution to the three campuses.

There was a brief discussion on how instructors will be able to link from Moodle to various CMSs put out by textbook publishers and programs such as ALEKS used by Bakersfield College.

Members discussed the spring 2011 deadline for courses to be converted to Moodle. Training will likely be held during the spring and summer 2010 semesters with the intent that the faculty would then have the summer and/or fall 2010 semesters to convert their courses to Moodle. Deadlines for training will be set. The three colleges should get together and coordinate their dates for Moodle training. Details of this plan will be discussed in Chris Craig's implementation group.

David thanked those committee members and outside faculty members that participated in the CMS evaluation process.

4. **Technology survey – professional development:** At Bakersfield College (BC) Bonnie and Nick contacted Karen Kettner, faculty co-chair/flex coordinator of the Staff Development Coordinating Council (SDCC), about the technology survey that was completed and the work being done on this topic by ITC. The ideas discussed by this committee were well received by Karen. BC is hoping to kick off their staff development workshops this spring. Bonnie will be looking into the technology portion of the workshops for Karen. Bonnie is looking into Adobe Connect Pro so that the workshops may be done District wide. She has asked Kristin Rabe to do a workshop on document cameras. Judy Ahl or a network technician from Information Services will be doing a workshop on how to block e-mails you don't want to receive. Lindsey Ono has agreed to do a workshop on gardening.

**Action: Dylan to speak with Jeremy to see if Bakersfield College can piggyback on Cerro Coso's licensing agreement for Adobe Connect Pro 7.**

**Action: David to check and see if the license agreement purchase of Adobe Connect Pro 7 would be a purchase by the District. However sometimes the software companies will not allow this he warned.**

**Action: Bonnie to contact Brent Damron about possibly doing a workshop on "student response systems\clickers".**

**Action: Bonnie to look into the free services offered by polleverywhere.com and at what point they start charging for services.**

Dylan reminded everyone that we should look into filming these workshops so that they may be viewed by other staff members that are not able to make the workshops.

Sarah and Carmen at Porterville did not have much success in getting support from their staff for workshops there. They're going to try again during the spring semester. Cerro Coso offered to help in any way they can.

David reminded the group that back in October pedagogy for online classes was a hot topic. Perhaps though this will be addressed by the Moodle implementation group. The group was reminded that it would be great to continue to “tap into” our internal resources to present workshops.

5. **Computer skills assessment for Basic Skills students:** Debby spoke to and received an e-mail from a Cerro Coso faculty member that was seeking ITC’s opinion on a computer literacy requirement for incoming students. Debby noted that poor computer skills impacts student success. The e-mail is seeking input on a possible district policy for requiring a computer skills assessment for all preparatory level students. Debby believes that the problem they’re having on campus is the computer skills expectation faculty have of their students.

Bonnie spoke with Nan Gomez-Heitzeberg, Vice President of Academic Affairs at BC about it. Nan then spoke with Doris Givens, Vice Chancellor of Educational Services, about the topic. They stated that per the education code we cannot require an assessment “hoop” of a particular group of students. We have to require the assessment of all the students. You could get around this by incorporating computer skills in basic skills courses, which then becomes a curriculum issue.

Bill stated that they have many students enroll in their Microsoft Office courses and do not have the computer skills to take the course. As a result the department is looking at developing a course that would teach basic computer skills. Debby stated that they have an 8 week course that addresses this currently that is taught online. Bill stated that they’re looking at developing a semester length course on basic computer skills and the internet. Tracy stated that she has online students that she assists that are in need of these courses.

David asked if it would be fair to say that computer literacy is key to college success. The group agreed. Some even suggested that it is a life skill. David and Bonnie do not believe that ITC is the place for this to happen, however, that it is something that needs to be addressed somewhere within the colleges.

**Action: Bonnie is going to look into what it takes for the college to have a computer skills assessment (going to speak with Sue Vaughn). Do other colleges have a computer skills assessment for their students?**

6. **Good of the order:**

The meeting adjourned at 3:01 p.m.