

Instructional Technology Committee

Minutes

March 18, 2014

Present: Jon Whitford, Stephanie Wells, Rudy Rios, Robin Babou, Gary Van Voorhis, Cynthia Lewis

Absent: Mark Littrel, Henry Saucedo, Lupe Alvarado, Brian Brutlag, Sable Cantus, David Dawson, John Frala, David Lindy, Lily Isaac, Zulma Calderon

Call to Order

The meeting was called to order at 2:40 p.m. by Rudy Rios.

Approval of Minutes

We were unable to approve minutes for February and November due to lack of ITC quorum.

Ongoing Business

- Rudy to meet with Kenn Pierson for dean council support for ITC
- Rudy brought in iPads as suggested by Stephanie, and gave a brief presentation of Zwoor, a free survey tool that can be used with iPads, android tablets, smart phones and computers.
- Cynthia asked very good questions about setup and Rudy showed the administrative side to create surveys

New Business

- Rudy briefly talked about Google Hangout for meetings
- Jon Whitford discussed Dropbox as online storage for sharing documents with students. Gary added with special features available, some free some for additional fee
- It was suggested that perhaps we should have a meeting in a classroom with computer labs for group to work on some of the technology presented

Adjournment

With no further discussions, the meeting was adjourned at 3:20 p.m.

Minutes submitted by Rudy Rios

Instructional Technology Committee

Minutes

February 18, 2014

Present: Jon Whitford, Stephanie Wells, Rudy Rios, Robin Babou

Absent: Mark Littrel, Henry Saucedo, Lupe Alvarado, Brian Brutlag, Sable Cantus, David Dawson, John Frala, David Lindy, Lily Isaac, Zulma Calderon, Gary Van Voorhis, Cynthia Lewis,

Call to Order

The meeting was called to order at 2:40 p.m. by Rudy Rios.

Approval of Minutes

Jon Whitford indicated that we would not be able to approve minutes due to lack of ITC quorum.

Ongoing Business

- Rudy to contact Kenn Pierson for dean council support for ITC
- Stephanie indicated the need to have members in both ITC and Distance Education Committee to bridge ideas

New Business

- Rudy gave brief presentation Zwoor, a free survey tool that can be used with iPads, android tablets, smart phones and computers.
- Stephanie suggested bring some iPads to entice members to come to the next meeting.

Adjournment

With no further discussions, the meeting was adjourned at 3:20 p.m.

Minutes submitted by Rudy Rios

Instructional Technology Committee

Minutes

November 19, 2013

Present: Jon Whitford, Lily Isaac, Stephanie Wells, Zulma Calderon, Gary Van Voorhis, Cynthia Lewis, Rudy Rios, Robin Babou

Absent: Mark Littrel, Henry Saucedo, Lupe Alvarado, Brian Brutlag, Sable Cantus, David Dawson, John Frala, David Lindy

Call to Order

The meeting was called to order at 2:35 p.m. by Rudy Rios.

Approval of Minutes

It was moved by Lily seconded by Cynthia to approve the minutes of the September 17, 2013 meeting. Minutes approved with corrections unanimously.

Ongoing Business

- We discussed the new role of ITC. Gary was to look into our new charge in the governance manual. Initially Rudy said that maybe our committee would shrink in size but valid arguments were made indicating the benefits of deep representation by all departments, at least one from every division.
- Rudy was to contact Kenn to allow ITC membership “pitch” at dean council meeting.

New Business

- Rudy gave brief presentation of EZVID. There was discussion of perhaps offering a breakout session for the Spring Semester FLEX day. Rudy was to talk to Sable.
- Windows 8.1 and Office 2013 deployment may be rolled out during the summer 2014, campus wide.

Adjournment

With no further discussions, the meeting was adjourned at 3:35 p.m.

Minutes submitted by Rudy Rios

Instructional Technology Committee

Minutes

September 17, 2013

Present: Jon Whitford, Lily Isaac, Kats Gustafson, Stephanie Wells, Robin Babou, Zulma Calderon, Gabriela Olmos, Mike Javanmard

Absent: Mark Littrel, Gary Van Voorhis, Cynthia Lewis, Henry Saucedo, Lupe Alvarado, Brian Brutlag, Sable Cantus, David Dawson, John Frala, David Lindy, Katie O'Brien

Call to Order

The meeting was called to order at 2:35 p.m. by Rudy Rios.

Approval of Minutes

It was moved by Jon and seconded by Lily to approve the minutes of the March 19, 2013 meeting. Minutes approved with corrections unanimously.

Ongoing Business

- Rudy said that he spoke with Sable to follow-up on the iTunes U task force. Sable mentioned that interest had waned and that going with iTunes was not viable. Mike Javanmard added that there are other technologies such as Google+ that would be better than setting up iTunes U. Rudy moved and Mike seconded that the iTunes U task force be dismissed. The motion was passed unanimously.
- A discussion regarding the new service packs for Blackboard was brought up. Kats said that the new service packs were necessary to correct some errors. Kats clarified that there is a difference between "versions" and "service packs". Versions are an upgrade to the entire system whereas service packs are corrections/enhancements to the existing version. Zulma and Gaby explained why it was important to update the service packs. One reason is to keep up with the new versions of browsers that students use. Rudy reminded the committee that it was agreed that we would automatically do the updates. Since the service pack 13 contains more features, Mike suggested that he bring it to the newly formed Distance Education committee.

New Business

- Rudy said that although it was discussed at the last meeting, a formal vote was not cast electing him chairperson for the next term. It was moved by Jon and seconded by Stephanie that Rudy serve another term. The motion was passed unanimously.
- Rudy reviewed several topics for future discussions:
 - Windows 8: Since Windows 8 comes already installed in most new computers but the corporate industry is not moving to 8, Rudy discussed it

with Gary. Gary suggested that 8 be pushed out on an “as needed” basis and will also push 8.1 so users may switch between the two (Windows 7 and 8). Stephanie made a motion and Mike seconded it to push 8 out only as needed. The motion passed unanimously.

- Office 2013 and Office 365: The CIT instructors would like to teach Office 2013 in the Spring after Microsoft’s launch. Rudy explained to the group how the process of installation is done in the CIT labs. Kats reminded Rudy that if they go with Office 2013, the Library computers should be updated as well.
- ProctorU: Rudy showed a short demo on ProctorU, and online proctoring service. Kats mentioned that she had forwarded information to Walter Jones previously and that Dr. Jones is reviewing it for possible implementation in the Assessment Center.
- Camstudio: Rudy introduced to the group Camstudio which is an open source version of Camtasia. Since there was interest in using it, Rudy volunteered to work with Sable to develop training and a user’s guide.

Adjournment

With no further discussions, the meeting was adjourned at 3:32 p.m.

Minutes submitted by Kats Gustafson

**INSTRUCTIONAL TECHNOLOGY COMMITTEE
MEETING
March 19, 2013**

Present: Mark Littrel, Robin Babou, Stephanie Wells, Lily Isaac, Kats Gustafson, Gary Van Voorhis, Jon Whitford, Cynthia Lewis, Rudy Rios, Henry Saucedo, Zulma Calderon

Absent: Lupe Alvarado, Brian Brutlag, Sable Cantus, David Dawson, Gabriela Olmos, John Frala, Mike Javanmard, David Lindy, Shin Liu, Katie O'Brien

Call to Order -

- The meeting was called to order at 2:35PM by Rudy Rios.

Approval of Minutes -

- The minutes of the November 20th meeting were approved with corrections.
- Mark Littrel motioned to approve the minutes and Jon Whitford seconded the motion.

Discussion for next year's committee chairperson

- Rudy volunteered to be nominated again for next year.
- The group discussed that previous chairpersons had held the position for two consecutive years.

Update from previous meeting

- Rudy gave a brief summary from previous meeting regarding the creation of a new committee to be in charge of Distance Education. Committee was presented in Academic Senate with approval/recommendation from Rudy of ITC.
- Discussion followed on ITC focus on technology for teachers and classroom.
 - Need for document cameras was discussed. Library has document cameras to "check-out" for instructors.
 - Questions came up regarding funding for such purchases.
 - Gary gave brief summary on program review procedures, IT refresh and how even though the process may take a while, it eventually does work.
 - Additional discussion about whether every room on campus should be standardized or if certain classrooms/departments may not want some equipment and opt for different equipment.
- Discussion continued on inventory and survey of classroom equipment. Questions came about who and how the per classroom recommendations would happen. Deans would have to be consulted and their input requested. Gary and Kats would meet with deans in another committee, discuss and return next month with additional information.

New Business

- No new business was discussed.

This meeting adjourned at 3:30 PM. The next meeting is scheduled for April 16, 2013. Minutes recorded by Rudy Rios

**INSTRUCTIONAL TECHNOLOGY COMMITTEE
MEETING
February 19, 2013**

Present: John Frala, Mike Javanmard, David Lindy, Mark Littrell, Shin Liu, Katie O'Brien, Rudy Rios, Gary Van Voorhis, Stephanie Wells, Jon Whitford

Absent: Lupe Alvarado, Robin Babou, Brian Brutlag, Zulma Calderon, Sable Cantus, David Dawson, Lily Isaac, Cynthia Lewis, Gabriela Olmos, Henry Saucedo

Guests: Mark Gutierrez, Adam Wetsman

Call to Order -

- The meeting was called to order at 2:35PM by Rudy Rios.

Approval of Minutes –

- The minutes of the November 20th meeting were approved with no corrections.
- Jon Whitford motioned the passing of the minutes and David Lindy seconded the motion.

Accreditation – Distance Education and Correspondence Courses –

- Rudy presented information (see Appendix A) concerning distance education versus correspondence courses and the importance of this topic for the upcoming accreditation review in 2014. Due to the importance of distance education in the accreditation process, the Academic Senate has decided to create a committee devoted exclusively to distance education. This will change the function of the Instructional Technology Committee (ITC). It was agreed the ITC will focus on instructional technology other than Blackboard and distance education.

Topics for Future Meetings –

- Based on the proposed changes to the ITC, the committee discussed topics for future meetings. Possibilities include:
 - Windows 8
 - Camtasia
 - Evaluating need(s) for creating a general purpose Mac Lab
- The committee discussed evaluating the current state of classroom technology at Rio Hondo and reviewing both the equipment in various classrooms as well as the lighting and ancillary conditions that impact the use of classroom technology. Gary committed to providing the committee with a current inventory of the projections systems currently installed in each classroom.

AccessRio Performance Commendation –

- The committee commended IT for the smooth performance of AccessRio during the drop/add period of Spring Term.

New Business –

- No new business was discussed.

This meeting adjourned at 3:30 PM. The next meeting is scheduled for March 19, 2013.

Minutes recorded by Gary Van Voorhis

Appendix A



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Guide to Evaluating Institutions

Guide to Evaluating DE and CE

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analysis of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

Standard I: Institutional Mission and Effectiveness

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A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

Guide to Evaluating Institutions

Guide to Evaluating DE and CE

- What does the institution's mission statement say about its educational purposes? Are these purposes appropriate to an institution of higher learning?
- Who are the college's intended students? How does the institution determine its intended population? Is the identified population a reasonable match for the institution's location, resources, and role in higher education?
- What processes does the institution use to foster college wide commitment to student learning? Does the mission statement express this commitment?

- How does the institution's commitment to DE/CE align with its mission? Has the institution considered in consultation with its key constituents if and how DE/CE is congruent with the mission? Does the mission include any statements related to its commitment to DE/CE?
- Who are the intended students for the courses offered in DE/CE format; are they similar to or different from students studying in traditional learning mode? How does the institution determine its intended student population for courses offered in DE/CE mode?

Organizational Structure and Governance Manual

INSTRUCTIONAL TECHNOLOGY COMMITTEE (COMMITTEE OF THE ACADEMIC SENATE)

Charge	The Instructional Technology Committee, as a sub-committee of the Academic Senate, reviews and recommends the following to the Academic Senate: Develop quality standards for online education; develop policies to ensure online instructors are in line with the requirements of Title V; ensure compliance with Section 508 of ADA; recommend training standards for both experienced faculty and those new to teaching; provide quality input regarding the selection of the course management system; study and analyze the implications of recommended best practices and technological innovations for both online and classroom teaching; provide advice for prioritizing requests for both existing and new classroom technology; and provide instruction and advice for the use of academic technology.
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DE Committee

- ❑ Accreditation – Two separate guides
- ❑ Covered by all four standards
- ❑ Ongoing evaluation and monitoring
- ❑ Should guidelines be the same for DE classes as for On-Campus classes?
- ❑ “One size fits all” Can all students be successful in either platform?
- ❑ Can all rules that apply to On-Campus classes easily apply to DE classes?
- ❑ Temporary or Permanent?

Communication Tools

- Blackboard ≠ Online Education (Primary tool)
- Email
- Telephone
- Teacher websites
- CCC Confer
- Skype
- You Tube
- iTunes
- Chat tools (Messenger, ICQ, AOL)
- Blogs

Other Tools

- ▣ Camtasia
- ▣ Camstudio
- ▣ Webcams
- ▣ Video Cameras
- ▣ Projectors
- ▣ Document Cameras
- ▣ Tablets
- ▣ Smartphones
- ▣ Mp3 players
- ▣ Survey clickers

Other Issues

- ❑ Lighting
- ❑ Room layouts
- ❑ Workstation control

Organizational Structure and Governance Manual

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