Meeting notes:

We started with introductions, and Bill, on behalf of the subcommittee and Chris Craig, Interim IT Manager at Porterville College, shared their respective charges/goals.

Chris, through the Leadership Academy program, has been assigned the "Best Practices in Online Education" internship and his mentor is Doris Givens. His charge is to complete a thorough evaluation of online courses across the district, including the use of various CMS systems, retention and success (and identification of possible reasons for each), and the identification of best practices in online teaching. The second part of his charge is to facilitate the district-wide adoption of a single CMS.

Bill shared the charge that the subcommittee was developed to review district-wide needs and services related to online learning, to look at possible areas where services could be shared between colleges and areas where the colleges need to have some autonomy in terms of offering a service to students. The sharing of a single CMS across the district was one of the areas that this subcommittee is discussing/has discussed.

What are we deciding?
Chris and David Palinsky both agreed that the charge is to develop a recommendation for a single CMS district-wide standard under which all online courses will fall. The recommendation is due to the Chancellor by January 1, 2010.

The group discussed the implications of this, and shared a few concerns including:

- That no CMS can offer all of the features and functions that all of the faculty will want to use.
- That standardization could limit innovation and the faculty exploration of new tools and technologies in the future.
- That many instructors use publisher provided CMSs and eliminating the use of these would be problematic.

The group agreed that the goal of this group's effort will be a recommendation for the adoption of a district-wide CMS for online classes and the online support or portion of face to face and hybrid classes, as well as a change management policy or procedure for identifying and implementing add-in components to compliment the use of the adopted CMS. This should also include a means for faculty to explore new technologies including the evaluation of other CMSs. The recommendation also needs to address the publisher content concern.

What are the needs of each entity?
The common needs that are driving this process are (1) budget and (2) ease of access for students taking more than one online course.

The group discussed some nonspecific needs that each college will need to deal with as part of this transition/process, including additional help and support for certain groups of faculty during the transition, etc.

The group discussed the need to define the criteria for evaluating CMSs and that hands-on testing/use was more important than product demonstrations. It was also suggested that conversion of a class from a currently supported CMS to those that are being evaluated be completed as part of the evaluation process.

The group also discussed the fact that district-wide, most of our faculty teaching online are using one of three types of CMS: (1) Etudes, (2) Moodle or (3) Textbook publisher-supplied content.

What is our timeline?
Chancellor Serrano has asked that this process result in a recommendation for a district-wide CMS by January 1. As a result, we agreed that a very aggressive timeline for subcommittee meetings and processes is needed. We also noted that in order to gather appropriate data and input from the campuses, this timeline may not be realistic, but will proceed for the time being with January 1 as our target date.

The following plans were made, in the hopes of speeding up the process:

A subcommittee meeting was scheduled for Oct. 22 to begin the data gathering and decision process. The meeting will be at 10:30 am, via video conference.

The group has agreed to keep Thursdays at 10:30 am as open as possible for meetings, in order to permit an aggressive meeting schedule.

Since Moodle and Etudes are already being used by the campuses in a significant way, the group agreed that they should be included in the pool for consideration. Whether other CMSs will be considered will be decided upon by the whole subcommittee. As such, David agreed to get some cost estimates for licensing/hosting at a district-wide level based on current course usage (online and F2F) for the next meeting. Data for CMS usage by current faculty (for online and F2F) should be sent to Bill to be compiled for the next meeting.

Meeting Notes from 11/5

These are the questions that will be used as a basis for evaluation by the people who are transferring a unit of their class from their current CMS to either Moodle or Etudes.

- Was there something in the new CMS that you could not do?
- What worked well? What things did not work well? (in the conversion process & in CMS)
- What in the new CMS was a pleasant surprise?
- What feedback did you get from the students?
  - Was the system easy to use?
  - Do you feel like you could find the things that you would need to find in this course?
  - Could you easily find what you would need to do in an online course?
  - When you couldn't find what you needed, what would you do to figure it out?
- Describe anything from your experience in the new system that would limit the way you deliver online instruction.
- About how much time did you spend in the conversion process?
- How complex or easy was the conversion process?
- What negatives, if any, did you find in the new CMS?
- When you had difficulty during the conversion process, what did you do to figure things out?

M E M O R A N D U M

RE: Technology Leadership Council (TLC) Meeting

       WHEN: December 10, 2009

       TIME: 12:00pm – 3:00pm

       WHERE: District Office & Videoconferencing

Agenda

1) Review Agenda (Rosa)

2) Review and Approve Minutes (Rosa)

3) Course Management System Standard Recommendation (Chris)

4) 2009-10 Goals, Projects and Initiatives
   a) Data Stewardship (Marc)
   b) Support Structure (Eddie)
   c) **Professional Development (Bonnie & David)**
   d) Standardized district-wide process for submitting, evaluating and prioritizing technology project requests (David)
   e) Project Management (Mildred & David)
   f) IT Communication Plan/Strategy (Defer)

5) Evaluating Emerging Technologies and Developing KCCD's Technological Direction

6) Technology Leadership Subcommittees Reports (Bonnie, Eddie & David)

7) Future Meetings and Agenda Topics (Rosa)

       February 23, 2010 8:30am – 12:30pm
       May 5, 2010 8:30am – 12:30pm
       Mid-September – All day face-to-face planning meeting
       Others as necessary

8) Other Items

Instructional Technology Committee

Tuesday, December 8, 2009
2:00 PM – 4:00 PM
BC-L182
CC-LRC733
PC-Library 552

Members:

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

Please bring:

Agenda, survey results

Agenda

1.	Review and approval of minutes	Group	2:00-2:05 PM
2.	Additions to agenda	Group	2:05-2:10 PM
3.	Online task force – course management systems	Task force	2:10-2:40 PM
4.	Technology survey – professional development	Group	2:40-3:00 PM
5.	Computer skills assessment for Basic Skills students	Kurti/Group	3:00-3:15 PM
6.	Class capture	Rabe	3:15-3:20 PM
7.	Good of the order	Group	3:20-3:25 PM

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 19th 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 10th 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 of 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.

Instructional Technology Committee

Tuesday, November 10, 2009
2:00 PM – 4:00 PM
BC-L182
CC-LRC733
PC-Library 552

Members:	
	Co-Chairs: B. Moseley, B. Suderman **Administration/Management Reps:** A. Beheler, D. Givens, D. Mattina, J. McGee, D. O'Connor, D. Palinsky, **Faculty Reps:** M. Hightower, D. Kilburn, C. Martin, K. O'Connor, N. Strobel **Classified Reps:** T. Lovelace, S. Phinney, K. Rabe, B. Whitcomb **Recorder:** C. Sifuentes
Please bring:	Agenda, survey results

Agenda

1.	Review and approval of minutes	Group	2:00-2:05 PM
2.	Additions to agenda	Group	2:05-2:10 PM
3.	Technology survey – professional development	Group	2:25-2:45 PM
4.	Online task force – course management systems	Task force	2:45-3:00 PM
5.	Good of the order	Group	3:00-3:05 PM

Instructional Technology Committee

MINUTES (Unapproved)

Date: 11/10/09

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, S. Phinney, K. Rabe, N. Strobel
Recorder: C. Sifuentes **Absent**: A. Beheler, D. Givens, M. Hightower, D. O'Connor, K. O'Connor, D. Palinsky, B. Whitcomb

1. **Review and approval of minutes**: The meeting opened at 2:00 p.m. Minutes were amended as requested.

2. **Additions to agenda:** No additions were made to the agenda.

3. **Online task force – course management systems:** Concern was expressed by Debby Kilburn and Dylan Mattina about a Vice President's meeting summary from September 9, 2009. The summary indicated that the Vice Presidents, Chancellor's Cabinet and Chancellor's Consultation Council have agreed to move forward with Moodle as the District course management system (CMS). Bonnie then told the group that David had a few meetings with Doris Givens shortly after this announcement and told her it would be better to have campus input on the selection of a CMS. At that time the online task force was instructed to work with Chris Craig on the selection of a CMS and have a recommendation to the Chancellor by January 1, 2010.

   Debby stated that Cerro Coso (CC) is still in the testing phase of the course management systems. She's having a hard time getting faculty to participate. She indicated she may be able to get an adjunct faculty member to test the two course management systems. Debby did state that she intended to test the two systems. Debby also informed the group that she had a room reserved for the CMS presentation on November 20th and had extended the invite to Cerro Coso faculty. She was unsure of what kind of turnout they would get. She did say that faculty weren't happy about the District forcing the colleges to choose one CMS.

   Sarah Phinney said she had a Porterville College (PC) faculty member who would attempt to move a lesson from Etudes to Moodle. At this time she does not have an instructor who will move a lesson from Moodle to Etudes.

   Michael McNellis from Bakersfield College (BC) will be transferring a lesson from Moodle to Etudes. Suzanne Davis will be moving a lesson from Etudes to

Moodle. Leah Carter may work on this with her.

The comment was made that it will not be easy to export a test bank that was created in either CMS. Some research would have to be done to see if there is an easy way. The consensus was that there is going to have to be assistance available to faculty once a CMS (Etudes or Moodle) is chosen.

David Palinsky was asked to research with the vendors some of the technological demands the task force felt were needed. He'll have this information for the task force when they meet the first week of December. Instructors were also asked to get feedback from students about the two different course management systems.

The online task force will continue to meet after the recommendation has been moved forward to discuss transition, support and training for the selected CMS. The task force will also look at developing a policy that addresses changing the chosen CMS in the future.

The CMS presentation will be held on Friday, November 20th simultaneously with all three campuses via "CCCConfer teach and confer". The task force will then meet to decide on a recommendation and present it to ITC at their December meeting. ITC will then present the recommendation to TLC at their December meeting.

4. **Technology survey – professional development:** Bonnie reviewed the minutes verbally from the previous month to get the topic started. The committee was asked what professional development should be offered and how. Some committee members felt that we're limited on what training can be offered due to budget constraints. However, others felt that we could offer a variety of training done by our own staff or faculty for free (or flex credit).

Cerro Coso feels they've had success professional development because of the set schedule for workshops, offering baked goods at sessions and keeping some of the topics "light" (make it fun) such as learning how to discharge a fire extinguisher. They also offer recognition certificates to staff that have completed a set amount of workshops. The presenters teach workshops on something they like or know well. This makes it easy. Cerro Coso has their workshops every other Friday. They warn not to "over think it". Ask staff members what they're good at and ask them to present a workshop on it. Catchy titles for workshops are also encouraged. Workshops are generally held for thirty to forty-five minutes. The web address to the Cerro Coso In-House Training Center is http://www.cerrocoso.edu/ihtc/index.htm. They are able to keep track of the number of workshop attendees through an online sign-up sheet.

The survey for Bakersfield College identified that most people wanted training in technology. Subjects that were identified were websites for classes, video editing,

podcasting and online surveys. Debby stated that it's fairly easy to do a website with "Google Sites" and "Google Docs". Interest in websites for classes may dwindle once Luminis-Course Studio is implemented. At this time Bakersfield and Cerro Coso are not offering training to set up a class website due to the pending implementation of Luminis.

The question was posed "are we able to do any of this training together?" Cerro Coso intends to digitally record their workshops and create a repository of them for people to view at anytime. At this time CC uses Adobe Connect to conduct their workshops with people at a distance. Adobe Connect is hosted through Adobe.com. CC pays a license fee to use Adobe Connect.

Action: Dylan and Debby to see if BC & PC can piggyback on CC's Adobe Connect licensing fee and get information to ITC members.

It was shared that Tracy Lovelace and Sarah Phinney have been offering a training course for Etudes to BC and PC staff and that it has been successful.

The group discussed that "Google docs" is able to do surveys similar to "Survey Monkey". Some feel that "Google docs" is easier to work with than "Survey Monkey".

Action: Members to identify what workshops are needed at their locations and then come together at the next meeting to see we're able to do them District-wide.

Sarah is pursuing getting training set up at PC on Friday afternoons. She feels that the small time segments are a good model. She says many PC faculty have voiced that they're teaching Friday mornings. Dylan suggested just picking a time then to check to see if there is a room available on Friday mornings and pointed out that not everybody is teaching at the same hour. He also suggested booking a room now before the spring semester gets underway. Debby asked if PC had a "college hour". Sarah indicated no.

Bonnie asked the group if any of them intended on doing any "flex training" before the spring semester. Debby indicated that they're hoping to get some workshops going for flex day at Cerro Coso.

5. **Good of the order:**

The meeting adjourned at 2:47p.m.

Instructional Technology Committee	**Tuesday, October 13, 2009** **2:00 PM – 4:00 PM** **BC-L182** **CC-LRC733** **PC-Library 552**

Members:

Co-Chairs: B. Moseley, B. Suderman **Administration/Management Reps:** A. Beheler, D. Givens, D. Mattina, J. McGee, D. O'Connor, D. Palinsky, **Faculty Reps:** M. Hightower, D. Kilburn, C. Martin, K. O'Connor, N. Strobel **Classified Reps:** T. Lovelace, S. Phinney, K. Rabe, B. Whitcomb **Guest:** M. Pasek **Recorder:** C. Sifuentes

Please bring: Agenda, survey results

Agenda

1.	Additions to agenda	Group	2:00-2:05 PM
2.	Technology survey – professional development	Group/Pasek	2:05-2:25 PM
3.	Student G-mail	Palinsky	2:25-2:35 PM
4.	Online task force – course management systems	Task force	2:35 2:50 PM
5.	Good of the order	Group	2:50-2:55 PM

Instructional Technology Committee

MINUTES (Unapproved)

Date: 10/13/09

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

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

1. **Review and approval of minutes**: The meeting opened at 2:09 p.m. No minutes for September 8th meeting were available for review.

2. **Additions to agenda:** No additions were made to the agenda.

3. **Technology survey – professional development:** Mary Jo Pasek will not be joining the committee today. Only seven classified staff members responded to the technology survey. Mary Jo and David Palinsky are currently working together to address professional development. David stated that Technology Leadership Council (TLC) is withdrawing its "generic technology" professional development charge to the Instructional Technology Committee (ITC).

    There were a total of 128 responses district-wide to the technology survey. Only 7 classified staff responded. There were more faculty responses overall.

    The charge to the committee was to review the responses to the survey for each of the individual campuses and see if there were some common themes. Common themes from the responses were wireless connectivity, smart rooms, document cameras, updated technology, and trainings. Note that Elmo is a manufacturer that we no longer purchase from.

    One of the charges of ITC is to "leverage" trainings, combine trainings across the District. If someone within the district has knowledge of a particular software or technology they could give a workshop district wide. If we were to hire someone to come in to do training it could be done District wide and the cost shared equally. This would be done to maximize the limited amount of money allocated for training. Committee members pointed out that most employees do not have the time to give a workshop. In fact most ask what they are going to get in exchange for doing it.

    ITC is to identify what kind of **instructional** technology training needs to be done

and how it may be delivered. Training recommendations should be prioritized. The group at this time should not be concerned with how much it might cost.

It was pointed out that we need to be sure to advertise "free" training that is available online. At this time that is not done. Computer based training (CBT) is available to us through Microsoft Academy and our current contract with Microsoft. "@One" was also mentioned as a resource for training. It was pointed out however that this training only tells you how to use the software. There is a great need for professional development on how to use technology in the classroom in an effective way (pedagogy). There has been very little professional development at Bakersfield College regarding technology and incorporating it into the classroom. Little resources have been put towards it even though student retention and success is affected by it.

Cerro Coso has established an "in-house training center (IHTC)" and is offering two 45 minute (sometimes they run longer at the request of the attendees) training workshops concurrently on Friday mornings. Faculty and staff are solicited to volunteer their time to teach them. Various topics are covered. Cori Ratliff spends maybe an hour a week coordinating the workshops. Debby Kilburn stated that pedagogy is infused in the workshop if appropriate. Dylan Mattina stated that they got some ideas for workshop topics from "issue track tickets" and then recruited those that were well versed at resolving those issues to teach the workshops. It was noted that the workshops are not all technology related. Workshops that are available are listed on the IHTC website. Weekly e-mails listing workshop offerings are also sent out.

Sarah Phinney at Porterville College holds a multimedia workshop during the summer. Sarah stated that the obstacles she runs into is finding a good time frame, finding a room that is available and finding someone to teach a workshop in a field of their expertise. She also stated that their college leadership does not allow staff members to stay late on campus Friday afternoons. Friday afternoon workshops would not be a possibility. Debby stated that when she was at Porterville some "brown bag" lunch trainings were held once or twice a month that were mostly geared toward faculty. They were well received. She stated it was nice to also sit with faculty across the disciplines and find out what was working for them and what was not.

Training workshops could be shared across the district by using CCCConfer or Adobe Connect. If there is a structured time frame and location in place, staff might volunteer to give a workshop.

David redirected the group to identify three to five areas from the survey that faculty needed training on. Then try to identify sources that could provide the training. In some instances "@One" might be able to provide the training. Concern was expressed about giving faculty the impression that we would offer

workshops in technology and then not have a funding source to pay for it.

An interest in having a master calendar of staff development training District-wide for staff members to view was expressed. However, who would maintain it? A master calendar could be created and those offering to teach workshops could post their own workshops to it. It was expressed by some in the group that the maintenance of a staff development master calendar **not** be the duty of only one employee. Perhaps a collective group could maintain the calendar.

Bill shared that BC is currently making technology requests through the "Unit Plan" process. Through this process technology requests are reviewed to be sure they adhere to district and campus standards. The group discussed that perhaps at this point the concentration needs to be on training staff on how to use the technology available to them and how to incorporate it into their lessons.

The topic was tabled until the next meeting.

Action: David to communicate to TLC that ITC feels that Clark Parson's old position needs to be filled for either BC or District Wide professional development guidance.

4. **Student G-mail:** Calls and e-mails went out to Porterville and Cerro Coso students last week. Tonight phone calls will be going out to Bakersfield College students. David has been working closely with Amber Chiang to get the information out. Each college website has information about the change. Custom login pages for the various campuses are being reviewed. Changes are being made to them where needed. FAQ pages are being updated. E-mails are going out to people in strategic areas asking them to become familiar with the FAQ page because they're likely to get questions from students about the change to G-mail. Posters have also been posted around campus about the switch to G-mail.

    David reported that 780 students that registered for classes at BC did not get their e-mail address, 1100 at CC and 120 at PC. Students now cannot register without obtaining a college e-mail address. Obtaining a college e-mail address will also be incorporated with the admissions process. All students who register for the spring 2010 semester will have a college e-mail address.

5. **Online task force – course management systems:** Bill distributed via e-mail some notes from the online task force-course management systems (CMS) meeting. See Bill's notes for details. Once a CMS is chosen, all online courses will use it. "Hosting" won't be decided until a CMS is selected.

    Concern was expressed about getting "buy-in" to only one CMS. It's important to have faculty in on the decision so they are represented. It's also important to allow the faculty room to tinker even though we'll be moving to the one CMS.

We need to present this as "crafting" the CMS to meet the faculty needs and not to immediately put up a "wall". Karen O'Connor said there is no problem linking from a CMS such as Moodle to a textbook CMS. It was pointed out that the group should take into consideration what's being used and supported (taught) district-wide at this time.

Bill needs to know what CMS faculty are using for all modes of instruction (online, interactive, face to face). Data for EtudesNG and Moodle will be gathered initially. Concern was expressed that starting with these two CMS' would "color" the decision.

It was decided that CCCConfer would be used for all future online task force meetings in order to record the meetings for those who would like to hear the discussions. The deadline of January 1st is due to the budget building process.

6. **Good of the order:**

The meeting adjourned at 3:35p.m.

Course/Learning Management System Standardization Recommendation

The Online Subcommittee recommends that by the Spring 2011 term, KCCD will be using Moodle as the standard course management system for the delivery of all online instruction throughout the district. The Subcommittee also recommends that the following types of courses use Moodle as their initial point of entry:

- hybrid courses
- courses using textbook publisher provided content such as Course Compass
- on-ground classes where a CMS is used to deliver course content and information

In making this recommendation, the members of the Online Subcommittee agreed that there must be a commitment by the district and colleges to allocate resources necessary to support faculty who must convert from another course management system to Moodle. This support includes faculty training and conversion assistance.

The Online Subcommittee recognizes that online instructors need assurance that they will not be asked to convert to another course management system in the near future, and therefore recommends a long term commitment to Moodle. The committee also recognizes that there will be emerging technologies that could warrant consideration of different course management systems in the future and recommends development of a defined change management process for evaluating new technologies.

A newly formed Online Instruction Task Force, chaired by Chris Craig, is developing recommendations and timelines for the following items:

1. Creation of a district-wide standardized course shell/template that anchors down certain components, supports college branding, and provides the flexibility faculty need to create online courses. A District-wide working group lead by Debby Kurti has been established for completing this task by 02/26/2010.
2. Conversion support, including development of a training program and identification of necessary resources, for instructors who have to convert from another platform to Moodle. A District-wide working group lead by Bonnie Suderman has been established for completing this task by 03/15/2010
3. Evaluation of resources necessary to provide ongoing CMS training and support for faculty. (This item is to be discussed at a future meeting of the Online Instruction Task Force.)
4. Evaluation of resources necessary to provide Help Desk support services for online students. This will be addressed by outsourced Help Desk provider.
5. Development of a change management process for evaluating new course management systems. (This item is to be discussed at a future meeting of the Online Instruction Task Force.)
6. Evaluation and determination of hosting options, including the possibility of internal hosting. (This item is to be discussed at a future meeting of the Online Instruction Task Force.)

Approved by Instructional Technology Committee on December dd, 2009
Approved by Technology Leadership Council on December dd, 2009

Moodle, Luminis and Student Information System Integration

In addition to the tasks outlined in the recommendation, several integrations will need to be completed in order to achieve a transparent experience for students and faculty. The following integrations must be completed:

Moodle – Student Information System (SIS) Integration:

Course and student data need to be populated in Moodle from data located in Banner so that as courses are created in Banner requiring a Moodle component, that Moodle component is created through an automated process. As changes to those courses are made, those changes need to be reflected in Moodle.

As students enroll or drop in/out these courses, their enrollment information needs to added or updated to these courses in Moodle in an automated fashion.

DO IT needs to identify and review the options for completing this integration. This integration work needs to be completed by December 2010.

Luminis – Moodle Integration:

One of the benefits of implementing Luminis is to provide a single interface for students and faculty to login into to gain access to all the systems necessary for them to complete their work. Implementing Single-Sign-On between Luminis and Moodle is desired and achievable. DO IT needs to identify and review the options for completing this integration. This integration work needs to be completed by December 2010.

2010-11 Budget Implications:

DO IT does not have the in-house Luminis and Moodle skill set necessary and will need outside expertise to develop these integrations. Additional research will be completed in the next 30 days to identify resources and costs for completing these integrations.

From:	Vivie Sinou [sinou@etudes.org]
Sent:	Sunday, January 10, 2010 8:31 PM
To:	David Palinsky
Cc:	Bonnie Suderman; Chris Craig; Dylan Mattina; jwagstaff@elcamino.edu
Subject:	RE: Concerns and Issues with Recent Email to Bakersfield College Faculty from Vivie Sinou, Executive Director of Etudes, Inc.

Dear David:

I am sorry you found my message to faculty disruptive. This was not my intent. In fact, quite the opposite. It was intended to ease anxiety levels
- a result of several interactions and concerns of faculty regarding future access of hosting Etudes site and support and use of Etudes, which 'may' end at the end of June.

No information in the email is inaccurate. Faculty have the option to use a variety of CMS systems as individuals. As a non-profit organization we cannot deny access to our open source system and services to educators of public institutions.

It appears that the lack of knowledge of the future is very difficult on some of your Etudes users. I trust that once your district makes and announces a decision, formally, it will be easier on individuals to accept it and plan accordingly.

My apologies if you found the message to faculty inappropriate. Having served as a Dean of Distance Learning for a decade, I understand the importance of a standard. From my role having served many of your faculty for over seven years, it was also important to inform concerned folks of options available to them within Etudes.

Good luck with your decision-making process and wish you the best.

Sincerely,

Vivie

--
Vivie Sinou
Executive Director, Etudes, Inc.

http://etudes.org
https://myetudes.org

Best regards,

> -----Original Message-----
> From: David Palinsky [mailto:dpalinsk@kccd.edu]
> Sent: Sunday, January 10, 2010 1:28 PM
> To: jwagstaff@elcamino.edu
> Cc: sinou@etudes.org; Bonnie Suderman; Chris Craig; Dylan Mattina
> Subject: Concerns and Issues with Recent Email to Bakersfield College
> Faculty from Vivie Sinou, Executive Director of Etudes, Inc.
>
> John:
>

>
>
> I am writing to you in your role as Chair of the Etudes Board of
Directors.
>
>
>
> The Kern Community College District (KCCD) determined that it was in
> the best interests of our students to adopt a single Learning
> Management
System
> for the delivery of online instruction. A Task Force was established
> to identify requirements, evaluate options, conduct testing and
> develop a recommendation for what Learning Management System to adopt
> as KCCD's standard. This was a very collaborative and collegial
> process with a high level of faculty involvement. The Task Force
> concluded its work and made a recommendation to adopt Moodle. This
> recommendation has not yet been presented to nor approved by KCCD's
> Chancellors Cabinet; however, accompanying the recommendation will be
> a copy of the below email from Vivie Sinou, Executive Director,
> Etudes, Inc. that was sent to all Bakersfield College faculty currently using Etudes.
>
>
>
>
>
> ----- Original Message -----
>
> From: "Vivie Sinou" <sinou@etudes.org>
>
> To: <dave@dabush.org>
>
> Sent: Wednesday, December 16, 2009 11:48 PM
>
> Subject: You can stay with Etudes - Indiv. Member Option
>
>
>
>
>
> Dear Dave:
>
>
>
> I was very saddened to hear that Bakersfield College may discontinue
> the use of Etudes at the end of June, 2010.
>
>
>
> I don't know if this decision is final, but this is to let you know
> that
if
> you want to stay with Etudes, you now can. We have reinstated our
> 'individual' membership option that we used to offer, as opposed to
> just 'institutional'. We have a number of faculty who teach with
> Etudes for colleges that are using other CMS systems (i.e. Santa Rosa
> Junior College, Long Beach City College, etc.).

2

>
>
>
> The cost for individual members is $400 / year and it includes
> everything
-
>] hosting, site installations, support and membership. It gives you
> four
> (4) Etudes sites / sections per term.
>
>
>
> This cost is tax-deductible as Etudes is a non-profit, public charity
> organization. Also, as individual members, you can use the 4 Etudes
> sites that you would be entitled per term as you please. It could be
> that you teach part-time at additional / different colleges.
>
>
>
> If you would like to stay with Etudes starting with the next fiscal
> year (July 1), as an individual member, please let me know. I
> understand that you may want to go with your new campus CMS standard
> (I think they chose Moodle), but you have the academic freedom to stay
> with Etudes and I
wanted
> to make sure you were aware of our 'individual' membership option.
>
>
>
> It's been a pleasure. Perhaps you teach for other colleges in the
> Etudes network, and we'll continue to work together beyond next spring.
>
>
>
> Happy Holidays!
>
>
>
> Best,
>
> Vivie
>
>
>
> --
>
> Vivie Sinou
>
> Executive Director, Etudes, Inc.
>
> http://etudes.org/ <http://etudes.org/>
>
>
>
>
>
> The members of the KCCD Task Force and administrators throughout KCCD

> are extremely displeased and disappointed with Etudes and Ms. Sinou
> because of this email. The email contains inaccurate information, is
> disruptive to KCCD's process and is now a source of confusion for
> faculty. I hope the Etudes Board will address this issue and KCCD's concerns with Ms.
Sinou.
>
>
>
> KCCD, a founding partner of Etudes, has always maintained a good
> working relationship with Etudes. As KCCD transitions to the adopted
> standard,
KCCD
> expects that Etudes and its staff will support KCCD's students,
> faculty
and
> staff until we are able to completely transition all faculty to the
adopted
> LMS.
>
>
>
> Please contact me if you would like any further information.
>
>
>
> Regards,
>
>
>
> David Palinsky
>
> Director, Information Technology
>
> Kern Community College District
>
> 661-336-5170
>
>
>
>

Course/Learning Management System Standardization Recommendation

The Online Subcommittee recommends that by the Spring 2011 term, KCCD will be using Moodle as the standard course management system for the delivery of all online instruction throughout the district. The Subcommittee also recommends that the following types of courses use Moodle as their initial point of entry:

- hybrid courses
- courses using textbook publisher provided content such as Course Compass
- on-ground classes where a CMS is used to deliver course content and information

In making this recommendation, the members of the Online Subcommittee agreed that there must be a commitment by the district and colleges to allocate resources necessary to support faculty who must convert from another course management system to Moodle. This support includes faculty training and conversion assistance.

The Online Subcommittee recognizes that online instructors need assurance that they will not be asked to convert to another course management system in the near future, and therefore recommends a long term commitment to Moodle. The committee also recognizes that there will be emerging technologies that could warrant consideration of different course management systems in the future and recommends development of a defined change management process for evaluating new technologies.

A newly formed Online Instruction Task Force, chaired by Chris Craig, is developing recommendations and timelines for the following items:

1. Creation of a district-wide standardized course shell/template that anchors down certain components, supports college branding, and provides the flexibility faculty need to create online courses. A District-wide working group lead by Debby Kurti has been established for completing this task by 02/26/2010.
2. Conversion support, including development of a training program and identification of necessary resources, for instructors who have to convert from another platform to Moodle. A District-wide working group lead by Bonnie Suderman has been established for completing this task by 03/15/2010
3. Evaluation of resources necessary to provide ongoing CMS training and support for faculty. (This item is to be discussed at a future meeting of the Online Instruction Task Force.)
4. Evaluation of resources necessary to provide Help Desk support services for online students. This will be addressed by outsourced Help Desk provider.
5. Development of a change management process for evaluating new course management systems. (This item is to be discussed at a future meeting of the Online Instruction Task Force.)
6. Evaluation and determination of hosting options, including the possibility of internal hosting. (This item is to be discussed at a future meeting of the Online Instruction Task Force.)

Approved by Instructional Technology Committee on December 8, 2009
Approved by Technology Leadership Council on December 10, 2009
Approved by Chancellors Cabinet on January 19, 2010

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A newly formed Online Instruction Task Force, chaired by Chris Craig, will develop recommendations and a project schedule for the following items:

1. Creation of a district-wide standardized course shell/template that anchors down certain components, supports college branding, and provides the flexibility faculty need to create online courses;
2. Conversion support, including development of a training program and identification of necessary resources, for instructors who have to convert from another platform to Moodle;
3. Evaluation of resources necessary to provide ongoing CMS training and support for faculty;
4. Evaluation of resources necessary to provide Help Desk support services for online students;
5. Development of a change management process for evaluating new course management systems;
6. Evaluation and determination of hosting options, including the possibility of internal hosting.

Technology Leadership Council Meeting
December 10, 2009

Meeting Summary-**Approved**

Present: Eddie Alvarado
             Marc Beam
             Rosa Carlson
             Chris Craig
             Debby Kurti
             Cynthia Muñoz (Transcriber)
             David Palinsky
             Nick Strobel
             Bonnie Suderman

Absent: Abe Ali
             Tom Burke
             Jim Fay
             Jeff Keele
             Mildred Lovato
             Dylan Mattina

1.   Review Agenda

Items 4 and 5 were taken up in reverse order.

2.   Review Meeting Summary for September 17, 2009 Meeting

The meeting summary for Sept 17, 2009 was approved with changes; the approved
version will be posted to the KCCD website under the TLC webpage.

3.   Course Management System Standard Recommendation

David reported that the two course management systems under college/district review
through the Instructional Technology Subcommittee were Moodle and ETUDES.

The online subcommittee met on December 3, continued further dialogue with respect to
CMS standardization, and reached consensus to recommend adopting Moodle as the
district-wide course management system standard. It was reported that the subcommittee
felt very strongly that there be a district-wide/college commitment to funding the
necessary costs for converting from other course management systems to Moodle,
training and ongoing support.

Chris was identified as the Chair for the instructional task force. Debby recommended
developing policy that would allow for innovation and emerging technologies.

Action Items:
   (1) Cerro Coso, Porterville and TLC members present fully supported adopting Moodle as the district-wide course management standard.
   (2) Chris Craig will chair the Online Instructional Task Force, developing recommendations and a project schedule for items identified in the CMS Standard recommendation.
   (3) David will forward the recommendation to Chancellor's Cabinet for approval and adoption.

4.   Evaluating Emerging Technologies and Developing KCCD's Technological Direction

How TLC should begin planning for emerging technologies was the focus of this topic. Examples of planning included reviewing the Hype Cycle for Education from Gartner and the Horizon Report published by EDUCAUSE.

Two questions arose: One, how does TLC deal with new technologies and two, who are the appropriate groups to evaluate information regarding emerging technologies. It was suggested that ITC look at the initiatives and determine how best to approach the review and consideration of emerging technologies for instructional technology. Related to initiatives linking to strategic planning, Marc suggested forming a subcommittee to examine the technology plans for each college (BC/CC/PC) for purposes of studying commonalities and suggesting how best to use them for IT planning purposes. Marc further suggested examining how IT planning is currently done at each site while assessing strengths and weaknesses.

Action Items:
   (1) David will take up the suggestion for looking into each college Technology plan and planning process with the IT Manager's group and will report back to TLC.
   (2) David will bring the assessments of each Technology plan to the TLC meeting in February.
   (3) Bonnie will share the Horizon Rpt and Hype Cycle for Education with ITC. Eddie suggested having ITC recommend 3 or 4 examples of emerging technologies for instruction that TLC could review in May 2010.
   (4) David will coordinate evaluation of emerging technology information related to KCCD's core IT infrastructure with the IT Managers group.

5.   2009-10 Goals, Projects and Initiatives

   A.   Data Stewardship-Marc
          MIS referential files from 1998-Summer 2009 are in ODS
          Determine data owners-*Marc to do*
          Create queries to check the accuracy of data (will start with categorical programs; Admissions & Records will follow)

B.   Support Structure (David/Eddie)
- Help Desk Initiative
- Vision and Strategy-reviewed by TLC- was shared with and approved by Chancellor's Cabinet
- Outsource student support (Luminis/GMAIL)
- Request for Proposal (RFP) for Help-Desk services was developed using Gartner resources and sample RFP's from other colleges
- Conversion of Help Desk Supervisor services position to IT Customer Support Operations Manager
- RFP was completed and sent out; deadline for submission was Dec 7, 2009
- Three bid proposals were received and are being reviewed by the IT Manager's group

C.   Professional Development (Bonnie & David)
- Survey for desired training was sent to each College
- Survey provided what type of training is needed/wanted
- If there are areas that can't be covered, ITC will readdress
- Create a Google calendar to post training opportunities scheduled at each site

D.   Standardized District-wide Process for Submitting, Evaluating and Prioritizing Technology Project Requests (David)
- This item was deferred

E.   Project Management (Mildred & David) (Defer)

F.   IT Communication Plan/Strategy (Defer)

6.   Technology Leadership Subcommittees Reports

Instructional Technology Committee (ITC)—Bonnie
- CMS & Professional Development (Details covered under items #3 and #5)

Network Subcommittee—Eddie
- Shaping up subcommittee charge
- Will look at identifying the top 4/5 things to improve on
- Will address specifics of things to bring forward to address

IT Manager's—David
- Desktop Virtualization (Chris)
  -Spoke with various campuses and looked at several products; came up with a recommendation for standardizing desktop virtualization; Debby would like to see this discussed as an emerging technology item.

- Anti-Virus
  -Brought in vendor to perform an anti-virus health check

- Have started discussions for Windows 7
  -Patrick Ferree is leading a subcommittee whose focus is testing Windows 7

- Pay for Print Initiative
  -Will be going out with an RFP
  -Working as a district-wide initiative

7. <u>Future Meetings and Agenda Topics</u>

- Summary of college technology plans
- Discuss emerging technologies
- Add IT Security to 2009-10 Goals, Projects & Initiatives

8. <u>Other Items</u>

No additional items were identified.

9. <u>Adjournment</u>

The meeting adjourned at 2:45 p.m.