City College of San Francisco  
TEACHING AND LEARNING TECHNOLOGY ROUNDTABLE (TLTR)  
March 1, 2010 Ocean Campus  
Batmale Hall Room 222, 2-3:30 pm  

**APPROVED MINUTES**

Submitted by Cynthia Dewar

Present: Christine Beard (Transitional Studies), Cynthia Dewar (TMI), Grace Esteban (MPICT/CNIT), Robert Griffiths (ESL), Mamie How (ETO), Carmen Lamha (CNIT), Carol Reitan (TLC, Foreign Languages), Ed Stering (Foreign Languages), Nicki Trahan (ESL), Peter Wood (CNIT), Monika Liu (Non-credit A&R), Maura Devlin-Clancy (CNIT), Jessica Buchsbaum (ESL).

The meeting was called to order at 2:10 pm

I. Approval of Minutes  
a. The minutes from the February 1, 2010 TLTR meeting were submitted and approved with minor corrections.

II. Announcements  
a. TMI is working on an Insight Trouble Response System. It would involve a text message being sent to TMI. The system would be used when the office is closed; weekend, evenings and holidays. As soon as it is implemented we will notify faculty. (Dewar)

III. Old Business  
a. Gmail Update  
i. Admissions and Records has said that June 1 will be the official date when credit students will officially be required to use Gmail as their College email. Students who have already enrolled with the College will be given notification that they have a new email account. Financial Aid already uses student Gmail accounts to contact students. All registration information will be sent to the student Gmail accounts.

ii. Students will be informed about the Gmail change via email to their current account, information in the Guardsman, posters on campuses and articles in City Currents. If a faculty member is also enrolled as a student at CCSF, they will get two Gmail accounts. GroupWise will still be the central email system for faculty.

iii. ITS is managing the set-up of faculty email accounts. Faculty and staff can apply for Gmail accounts via the CCSF website under My CCSF. It takes about 3-7 days to get one. (How)
b. **Google Apps Update**  
   i. The Google Apps that are available now are email, calendar and docs. Google Voice is not yet available. Eventually faculty and staff will be able to call the Help Desk for support. (Reiten)

c. **Non-credit and Online/Tech-enhanced Classes Update**  
   i. Monika Liu, Associate Registrar for Admissions and Records (Noncredit), discussed the noncredit registration process. It takes approximately 1-2 weeks turn around time to get a noncredit student enrolled in Banner. All noncredit faculty have a Web4 pin login. When students complete the CCSF online application they are automatically generated a student ID number. (Liu and How)

IV. **New Business**
   a. Grace and Maura demonstrated CCC Confer. Maura demonstrated how she is using it in her CNIT class. Grace discussed what CCC Confer is, how it works, the equipment needed, and the benefits. Please see Grace’s PowerPoint for more details about her presentation. (See the link on the TLTR homepage to Grace’s PowerPoint presentation under “Presentations about New Technologies.” (Esteban and Delvin-Clancy)

V. **Adjournment**
   a. The meeting was adjourned at 3:35 pm