The meeting was called to order at 2:10pm

Presentation on Instructionally Related Bond Projects by Doug Re and Nicholas Chang.
Three proposed ITS projects were discussed: 1) a document imaging system for the use by the entire college, 2) a student email system and 3) a Web portal for students.

Doug Re began by discussing a proposed document imaging system. The system would allow CCSF to scan, store, catalog and retrieve various types of paper documents. The current idea envisions integration with Banner as well as access through a stand-alone database.

The implementation of a document imaging system would require rollouts of scanners, modifications to Banner, and the ability to attach documents to Banner elements among other requirements.

A pilot project involving the Payroll Department is under consideration. Admissions and Records would likely be a major user of a document imaging system, for example, for storing and retrieving “add” and “drop” forms.

Doug Re has examined various document imaging systems at other schools. He feels that a decentralized system where individual departments do their own scanning is more cost effective than a centralized system.

Julia Bergman noted that many library documents of a historical nature could be scanned and added to the system. Michael Malachowski noted that in order to be able to do text searches, an optical character recognition system would need to be in place.

Next, Doug Re discussed a proposed student email system. With this system, each student would be given a CCSF email address. Since CCSF has 106,000 students enrolled per year, a robust system capable of handling many users and a large amount of email would be necessary. An RFI is planned for later this year. The IT staff plans to vet the proposed solutions and then prepare an RFP.
Doug Re and Nicholar Chang discussed preliminary plans for a Web portal. The Web portal is envisioned to be a comprehensive student centered online environment where students could—among many other things—register for classes, check their CCSF email accounts, look up their grades, and monitor their academic status. The portal could also be the gateway to students’ online distance education courses.

One advantage of a portal for CCSF is that the college would be able to “push” content onto the page that it wished to bring to the attention of students.

At previous TLTR meetings, Nicholar Chang has raised the topic of Web portals and has discussed in detail their use at other colleges.

The question of staffing was raised. It was noted that it might be necessary to have someone on staff with responsibility for resetting passwords. Also a content person—someone to develop material for the site—might be needed.

Doug Re indicated that current plans are for an RFI to be developed for fall 2006 for the Web portal.

**Summer Report from the Technology Learning Center (TLC)**
Carol Reitan discussed the upcoming summer schedule for the TLC. Workshops will be offered in June. Some workshop topics include: iTunes U and Podcasting for educational purposes; Macintosh and Dreamweaver to be presented by Tom Boegel; Contribute, WebCT and PowerPoint.

The complete schedule will be available at the TLC website: [www.ccsf.edu/tlc](http://www.ccsf.edu/tlc)

**Items for Future Meetings**
Student representative Leonard Arnold suggested a topic. He would like to see CCSF offer short term computer workshops for students. Members discussed the topic briefly, and will discuss it further at the next meeting.

The meeting was adjourned at 3:30pm.

Minutes can be found at [http://www.ccsf.edu/tltr](http://www.ccsf.edu/tltr)