

TEACHING AND LEARNING TECHNOLOGY ROUNDTABLE (TLTR)

A Shared Governance Committee, City College of San Francisco

TLTR's purpose is to recommend policies for the use of technology in instructional support and student services.

Approved minutes for November 2, 2009

Batmale Hall, Ocean Campus, Room L222, 2:00- 4:00 p.m.

The meeting was called to order at 2:00 by Carmen Lamha.

Present: Jessica Buchsbaum (ESL-Downtown), Robert Griffiths (ESL-Downtown), Mamie How (ETO), Nicki Trahan (ESL), Janet Willett (TMI), Peter Wood (CNIT), Carmen Lamha (CNIT), Christine Beard (Transitional Studies), Scarlett Liu (EOPS), Tom Boegel (Office of Instruction), Thomas Hetherington (DSPS), Doug Re (ITS), Christina Yee (Language Center)

The October 5, 2009, minutes were approved with minor corrections.

Old Business

I-Clicker Technology: Mamie How gave an update on the issue of adoption of I-Clicker technology as the standard for the College. She will take this recommendation to the Friday November 6 (ITPC) and is arranging for an I-Clicker presentation for January flex.

Safeguarding Equipment: Follow-up to stolen projector at John Adams. The procedure for safeguarding equipment was breached—someone left the lab door unlocked. The procedure is 1) the equipment has some restraining device, 2) Deans issue keys to faculty, and 3) labs remain locked when no faculty are present

Edustream Follow-up: There will be a CCCConfer demo on Wednesday, December 8, 2-3pm. Save the date, and further info will be posted to TLTR list.

New Business

Update on labs—chart from Robert Lam (attached).

New CCSF Website: The Committee looked at the new website. Testing is ongoing. The MyCCSF page is a portal to all College services. There is a direct link from MyCCSF to the insight (Moodle learning management system) logon page. The calendar for the new CMS will be available in three months and will allow the user to create one larger composite calendar from multiple smaller calendars.

Windows upgrade: Doug Re reported on the upgrade to Windows 7. ITS is waiting until Service Pack 1 is out (late April approximately). It needs to be tested with Banner. ITS is still considering moving to a newer version of Office.

Google Apps: Ninety thousand lifelong Google email addresses for credit students were created over the summer and tied to Banner. A random set of digits is required as the initial password, which students can then change to their desired password. They may forward Gmail to their preferred address. Public relations will be forthcoming, and the switchover, with warning to old email addresses, will be in 4-6 weeks. Faculty and staff user names with a CCSF identity are being worked on. Faculty will be able to use Google groups to collaborate with students or departments.

Invitation:

Retirement party for Janet Willett, TMI Coordinator from spring 2000 through fall 2009
Wednesday, December 9, 3:30 – 5pm in Batmale ETO Offices
Celebratory drinks and goodies. Please come!

TMI Coordinator Replacement:

Discussion on recruitment and reassignment for the replacement of the TMI Coordinator: The position has been announced as an in-house faculty transfer, 80% assignment in TMI, 20% assignment in home department. The prior position held by Willett was 100% faculty release. At the 11/7/2007 Academic Senate meeting, as per Shared Governance, the position was approved as an Associate Dean position on the year-round calendar, but it has not been funded by the Chancellor's office and is not on the Chancellor's current administrative org chart, which is being reorganized in response to State budget cuts.

Flex: Mamie is planning a flex presentation, tentatively planned as a Showcase and Panel with various online faculty, I-Clicker demo, ETO tour. The Committee discussed using CCCConfer to record it.

Minutes submitted by Janet Willett

Fall 2009 Meeting Dates: 9/14, 10/5, 11/2, 12/7 - 2-4 p.m. in Batmale 222