TEACHING AND LEARNING TECHNOLOGY ROUNDTABLE (TLTR)
APPROVED Minutes of meeting: December 1, 2008
Ocean Campus, Rosenberg Library Room 518, 2-4pm
Submitted by Carol Reitan

Present: Barbara Baraff (Language Center), Christine Beard (TRST), Benita Briones (Nursing), Vic Fascio (TLC), Robert Griffiths (ESL), Mamie How (ETO), Terry Hall (Office of Instruction), Rita Jones (Library), Donald Lind (District Business Office), Michael Malakowski (Biology), Maya Novelli (BEMA), Francine Podenski (BEMA), Carol Reitan (TLC), Ed Stering (Foreign Languages), Janet Willett (TMI), Peter Wood (CNIT), Christina Yee (Language Center)

The meeting was called to order at 2:10 p.m.

Minutes: The minutes of the November 3, 2008 meeting were approved with minor changes.

Old Business: CCSF Technology Plan
Janet Willett gave an update on the progress of the Technology Plan as it moves through the shared governance process. The plan will next move to the College Advisory Council. Willett shared a list of “Common themes” that run through the various parts of the plan. Interested parties can view the latest draft of the plan and the “Common Themes” at www.ccsf.edu/eto. The plan must be completed by the next WASC visit.

New Business: Reports & Updates:
CCSF Website Redesign. Beth Cataldo gave a brief update on the draft timeline for the new CCSF website and Content Management System being developed by Day Communiqué.

- In January 2009 we should have a CMS ready to start building templates.
- Training will be institutionalized and ongoing.
- Old content can be migrated to the new site during Feb-May, 2009.
- The college hopes to go live with new design in June, 2009.
- The goal is to get those who want to, moved over between Feb – May, 2009.
- The new site will house pages for faculty, depts, administration (A&R, etc.)
- Student lab aides will help in moving over content to new system.
- A template for forms is one component of the package.
- Cataldo will be teaching a course “Advanced Team production” (for students who can help folks move over content).

Update on the new smart classroom in Cloud 243 (Benita Briones)

Benita Briones manages technology for the Nursing program. She outlined the challenges and rewards of the new smart classroom. The classroom offers 49 seats, an LCD projector, smart panel interface w/ two inputs for laptop and document camera. The dept. plans additional computers for online testing and informatics. Because of confusion about who would provide data jacks and the depletion of the construction budget, there is currently no internet access for the faculty computer in the room, nor is there video.

There was subsequent discussion concerning further standardization of the purchase of technology items at the college.

Spring 2009 meetings will be held on the following dates, all in Rosenberg 518; February 2, 2009, March 2, 2009, March 30, 2009, May 4, 2009.

The meeting was adjourned at 3:50 p.m.