

ATAC MEETING
(Academic Technology Advisory Committee)

1:30 p.m.

March 26, 2009

Room 4104 Knight Campus

MINUTES

Attending: MaryAdele Combe, Kay Johnson, Dawn Lewis, Carol Panaccione, Bill Pellicio, Cathy Poirier, Linda Richard.

- I. Members introduced themselves. Linda and Dawn provided an overview of recent staff reorganization in IT. They described their new roles in the department.
- II. A brief discussion about the purpose and direction of the committee took place.
- III. Linda updated members about the current fiscal situation.
 - **Technology Renewal:** CCRI is waiting on State Legislature for news on this year's budget. Funds would need to be released to maintain IT's current 3- year technology renewal replacement schedule.
 - **Van Beuren Grant:** funding has provided adherence to the technology renewal schedule on the Newport campus. Approximately 250 new GX 755 computers were just recently installed according to Dawn.
 - **Tech Grant:** an additional \$43K for technology acquisitions at the Newport campus will be used in part for digital signage.
 - **STEM Funds:** Linda provided an overview of spending over the last two years. Much of the STEM money was used to create Smart labs and classrooms, electronic PC classrooms, wireless laptop carts to support the Science curriculum, updates to videoconferencing suites and implementation of wireless access on all campuses. An additional \$500K is available to upgrade the Math Labs. IT is currently working with the department to rewrite an acceptable proposal highlighting new methodologies and best practices in which to use technology to improve student performance and retention. Spending proposal for STEM 09 can be viewed on the new IT newsletter (see link below)
- IV. **Print Management:** As the college moves forward to control printing and printing costs, Dawn reported that 48 new multifunction devices have been delivered across the 4 campuses. These are set to automatic duplexing. Eventually, additional services will be phased in such as scanning, printing, etc. Larger volume machines

are place in the locations that require them. Contact IT Help Desk should there be any problems (other than paper reloading).

- V. **Track-IT:** Help Desk has a new call tracker work order system. Track-It sends an email when your ticket is posted and another one when the work has been completed.
- VI. **Exchange:** A new Exchange Server has been received, the software is in progress. This will facilitate calendar sharing, improve filtering viruses, and has much better functionality than Outlook or Pipeline for email, etc. It is compatible with other systems. It is anticipated that installation will be completed over the summer, with training and implementation for faculty and staff in the fall of 2009. IT is reviewing MicrosoftLive@edu for student use.
- VII. **IT Newsletter:** The Department of IT has created a digital newsletter, “THE WAVE”, adapting to our college-wide ‘green campus’ initiative in order to provide information regarding: new technology strategies and proposals, STEM, Banner updates, networking updates, training opportunities, IT tips, etc. ‘The Wave’ is available electronically by scrolling through CCRI Pipeline announcements or at: http://it.ccri.edu/wave/Wave_winter09.pdf
- VIII. MaryAdele reported on the upcoming Blackboard 9 upgrade and the Distance Learning Committee.
- Blackboard:**
- Bb9 up and running as soon as possible
 - Accounts for faculty pioneers wanting to use as a test environment over summer
 - Fall pilots for faculty who want to use Bb9; development opportunities for faculty at large to become familiar with Bb9: demonstrations, training, user groups, etc.
 - January ’10 possible coproduction with WebCT 4.1; ‘09 – ’10 migrate courses from WebCT to Bb9.
 - Faculty need to identify additional Bb modules (see separate document for more details) (MaryAdele researching add-on costs)
- Distance Learning Committee**
- *Distance Education Training course -Online Pedagogy* – opening to faculty as a self-paced course to learn more about the practices and principles of teaching in an online environment.
 - **Distance Learning Definitions:** the following definitions of online course and hybrid courses for class size purposes were approved by Department Chairs:
 - Web-Enhanced Courses – courses that use a course management system as a supplement to the on-campus class meetings or use the course management

system for testing, surveys, or assignments. These courses are not Distance Learning Courses and are not subject to the DL Policy.

- Online Courses - courses that have 80 to 100% of the class instruction delivered using a course management system, and have a maximum of three (3) required on-campus class meetings a semester. These courses may have on-campus proctored tests required in addition to the on-campus class meetings.
- Hybrid/Blended Courses – course that combine online and on-campus instruction with reduced in-class seat time for students that deliver less than 80% of the course instruction online and have more than three required on-campus classes in a semester.

IX. **Next meeting:** suggested dates were the last Friday in April or first Friday in May. Linda will poll members to determine best availability.

Meeting was adjourned at 3:30.

Respectfully submitted,
Cathy Poirier & Linda Richard