

INFORMATION TECHNOLOGY DIVISION MEETING
August 19, 2009
Room 407B
Meeting Minutes

Those in attendance:

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|---------------|---------------------|----------------------|---------------|
| Tom Ashby | MaryGrace Berkowitz | James Bothwell | TC Coleman |
| Haining Chen | Gary Dominguez | Heather Erwin | Doug Gregory |
| Al Heitkamper | John Helton | Haifeng Ji | Sara Mathew |
| Anita Philipp | Mike Reeves | Akram Taghavi-Burris | Mary Williams |

Those not in attendance:

Tim Green
George Maxwell

Dean Ashby opened the meeting by introducing Haining Chen and James Bothwell, the new full-time faculty. He briefly discussed their backgrounds and experience and what they would be teaching here.

Ken Harrelson from the Math Department came to discuss the changes occurring in the Math Department regarding Developmental Math and how prerequisites will soon be listed in the catalog. The (M) in the catalog will disappear and be replaced by the Math course number selected by faculty. There are 4 modules that students will work through to achieve the desired level of skill required by faculty as prerequisites for their courses.

Dean Ashby announced that enrollment for the Division was up 9.9 percent and 10.2 percent in SCHE. He stated that the Division was up in enrollment in all areas except online, where we were actually down. He predicts an even larger increase in enrollment for the Spring semester.

Dean Ashby discussed the Fall Security Drill set for September 1st. This will be a Shelter in Place or Exit drill held in the morning from 9:10AM to 9:20AM and in the evening from 7:50PM to 8:00PM. For instructors in most class rooms, you will close and lock the door, turn off the lights, and stay silent. For instructors in Rooms 120 and 122, you are to exit and continue away from the building, stopping at a safe distance. Lab staff is to move everyone in the lab to the end caps and lock the doors. It is possible that someone will come around to check compliance, so do not open the door if someone rattles the door handles.

Dean Ashby explained the Faculty Health and Safety Training and when training needs to be completed. For anyone with a 12 month position, you must have 1 training every quarter, during that quarter; you cannot complete all 4 at once. 9 month positions need 2 training per semester to be completed at any time during the semester.

Dean Ashby reminded everyone to use the Print Shop as much as possible. During the first couple of weeks, print will be picked up from the main building twice a day and then it will be picked up once a day.

Dean Ashby then announced that there is now testing happening in the Student Computer Center. Mike Reeves has a testing form that needs to be filled out, providing the lab staff with instructions on what students are allowed to do. If you have tests in the SCC, please provide the lab staff with this form.

Mike Reeves asked that all faculty keep John Brumfield informed when they are moving equipment between rooms. John handles and tracks all inventory, so if this equipment is moved and he is not informed, then the tracking information is wrong and he has to search for missing inventory. Also, if you need software installed, please give John advance notice so that he can have plenty of time to make the installations and test that everything is working properly.

Dr. Aquino and Greg Gardner made a visit to say a few words. Dr. Aquino announced that enrollment was up 22 percent, mostly in general ed. courses. He said they're watching the budget very carefully and that the state revenue is below projections. They are very aware that instruction is the most fundamental mission of the college, so they're committed to holding instruction as harmless as possible.

Greg Gardner asked that everyone in Information Technology be willing to help anyone they can with issues regarding the new version of ANGEL if they have a solution. He explained that this would be greatly appreciated since the CLT will be greatly understaffed for a while.

Dean Ashby mentioned that the schedules for Tuesday/Thursday classes will be off due to the new Fall Break. Anyone that has a Tuesday evening course only has to hold class 16 weeks, instead of the available 17, and you will get to choose which week you will not hold class. Thursday evening class will only have 15 weeks, so you will need to adjust your schedules accordingly to fit.

Dean Ashby talked about Opening Day, scheduled for August 22nd at 1PM. The Division will have a tablet set up to provide information to potential students, tours of campus will be given, etc. He asked that anyone willing to participate e-mail TC.

Committee Meeting Reports:

Professor Philipp reported on the Online Learning Committee's first meeting. She explained that a lot happened over the summer and new developments are as follows:

- All faculty can now have Master Courses of all their courses.
- Lab Tutors or Supplemental Instructors can be entered into an ANGEL section as a "Course Mentor" so they will have access to course materials to further aid students.
- The CLT has become much more focused on faculty needs and will be more faculty driven.

Professor Williams added that a lot of emphasis was put on creating an online orientation. The CLT has offered to develop and implement this orientation once criteria and materials have been decided upon by the OLC with input from faculty.

MaryGrace Berkowitz announced that there are new sections regarding Plagiarism and Copyright on the Library's website. She urged instructors to direct their students to these resources and also to use this information themselves, as it is just as useful for Professor. She also stated that there is now a remote log-in to the Library website that is tied-in to a students' MineOnline information.

Professor Williams reported on an automatic grade import from ANGEL to Datatel, stating that they will be testing this process with pilot groups from short 8-week terms.

Professor Helton urged everyone who participated in the new book adoption pilot to double-check that they have the correct books in the bookstore. He said that in some cases the adoption program did not work properly.

Professor Taghavi-Burris reported on her time spent in Academic Advising over the summer. She explained that there are a lot of students the Division never sees because they are immediately set on a path to complete as much general education courses as possible right from the start. She said the faculty there volunteering were only allowed to see students who were specifically interested in their divisions. As a result, the faculty were often sitting there with nothing to do. She said they felt they could have received some training about advising and then been able to do the same thing from their offices.

Professor Gregory added that for every 1 Computer Science major that was sent to the Division, there were 10 who we never see. He stated that the students' interests are overlooked unless they know specifically what major they are pursuing.

The meeting was then adjourned.