



**Technology Resources Committee**  
*MINUTES*

October 12, 2006

A meeting of the Palomar College Technology Resources Committee was held on October 12, 2006, at 2:10 p.m., in Room SU-18

**Call to Order**

The meeting was called to order by Bonnie Dowd.

**Roll Call**

Members present: Albistequi-Dubois, Arguello, Barkley, Davis, Dimmick, Goldsmith, Hartwell, Hoffmann, Lee, Madrigal, McClure, Miller, Morrow, Rollins, Sullins, Thomas, Vargas, Vernoy, and Weintraub

Members Absent: Cassoni, DeLeon, Jordan, Rodriquez, and Schwerdtfeger

**A. Minutes**

The minutes of September 14, 2006 were approved as corrected (Barkley/Dimmick – MSC) and will be posted on the Palomar web page under Committee Agendas & Minutes.

**B. Action Items/Second Reading**

None

**C. First Reading**

None

The agenda was suspended and moved to reports due to Don Sullins being delayed at another meeting .

**D. Discussion/Information Items**

1. What District-wide services should be provided to students that require technology resources? - Sullins
  - o Example: Web/FTP space for instructor directed projects  
Academic Technology's Web3 server is out-of-warranty in January, 2007  
Currently have 404 users with unique login accounts.  
Used for various classes in Graphics Communication, English and History who place projects outside of Blackboard.
  - o Other services that should be handled District-wide

The above discussion/information item was not discussed and will be brought back on a future agenda.

**E. Reports**

Academic Technology Report: Terry Gray

See Terry's report attached.

Information Services Report: Don Sullins

No report was given since Don was unavailable. The group skipped to reports from Sub-Groups/Ad Hoc Committees.

Sub-Groups/Ad Hoc Committees:

**Instructional Technology** – Haydn Davis

Haydn reported that this group met and began the discussion of defining their objectives. He stated the group agreed to consider topics, issues, and policies that affect the entire college community and not focus on individual department needs. Additionally he stated that the sub-group members were not sure how the process is supposed to work and exactly what the outcome should be. Lengthy discussion took place regarding the role of the sub-groups and the committee as a whole. TRC also discussed the fact that the role of TRC is one of “process” and procedures rather than individual financial requests. Additional discussion revolved around the fact that TRC is a recommending as opposed to a decision-making body and that recommendations are reported directly to SPC. Discussion also included the fact that some issues are academic in nature and come under the purview of the Faculty Senate.

Ad Hoc Committee on “captioning”

Blaine Morrow reported that this Ad-Hoc group had met and discussed issues related to the captioning of media used for Instruction. A handout was distributed giving historical information on captioning, current use of captioning, along with cost associated with funding solutions to utilize captioning on campus. It was agreed that this report should be reviewed by the Instructional Technology Sub-Group before being considered by TRC.

Ad Hoc Committee on Block Grant Funds

Haydn Davis reported that the deadline was yesterday to submit requests – the group will be working on prioritizing faculty computer requests.

**Operational Technology** – Don Sullins

Don was not able to give his report since time ran short and meeting needed to be adjourned.

**Structure of Technology** – Mark Vernoy

No report.

**F. Other**

There being no further business, the meeting was adjourned at 3:30

**NEXT MEETING: November 9, 2006  
SU-18**

## TRC Academic Technology Report October 12, 2006

**Blackboard Learning System:** We have experienced 100% up time since the last report, and there have been no maintenance issues. An SP1 hotfix was released by Blackboard, but we have elected not to apply it, since it does not address any specific issues of which we are aware, until the semester break. We did apply a specific fix for a known course copy problem, and our tests indicate that course copy now works correctly.

We plan on installing the **TurnItIn** building block to Blackboard in the final week in October, which will begin our 60-day trial of that product.

We are attempting to test a Horizon Wimba product called **Pronto**, which is class-specific Instant Messaging, which we expect to deploy for Spring 2006, but cannot begin until the IS department opens certain ports on the firewall.

We continue to produce new Teaching with Blackboard training videos, and David Gray has been producing a weekly podcast segment titled "Blackboard Feature of the Week" and also a bi-weekly vodcast explaining how to use Blackboard.

We will be requesting an additional Blackboard application front-end server using Block Grant funds this fiscal year. We also plan to use the IS SANS for data replication with Blackboard as soon as it is available. We will also be requesting that the District invest in the content management and community portal components of the Blackboard Learning Suite.

**Computer Labs:** The labs on the ground floor of the library are continually full, and lines typically developed during prime times. We will be requesting an expansion of the public lab on the ground floor by 10 standard workstations and 2 ADA compatible workstations using Block Grant funds this fiscal year. We will also be requesting the replacement of 44 out-of-warranty public computers in the public lab this fiscal year.

**Training:** Since the last TRC meeting we have delivered 14 workshops. Typically we are delivering 3-4 in-person workshops per week. Haydn and I are also conducting an online workshop in Copyright Essentials, which is ongoing. We are using our RSS feed, what's new page, and weekly podcast to announce other training opportunities available to Palomar faculty and staff through Microsoft, Adobe, Apple, Horizon Wimba, the @ONE system, CCC Confer, and others.

### **ATRC, PCOline, and other ATT Web Sites:**

We have new content in several areas:

- ◆ Extensive weekly podcast notes  
(see <http://www.palomar.edu/atrc/Pod/podindex.htm>)
- ◆ Teaching Online  
(see <http://www.palomar.edu/atrc/teachingonline.htm>)
- ◆ Are you ready to be an online student  
(see <http://www.palomar.edu/areyouready/>)
- ◆ New indexes to all the podcast segments we do
  - The Blackboard Feature of the Week  
(<http://www.palomar.edu/atrc/FeaturesIndexes/BbFeaturesIndex.htm>)
  - Teaching with Technology  
(<http://www.palomar.edu/atrc/FeaturesIndexes/TipsIndex.htm>)
  - Technical Topics  
(<http://www.palomar.edu/atrc/FeaturesIndexes/TTTIndex.htm>)

- ◆ A new, regular RSS feed for technology news  
(see the index at [http://www.palomar.edu/atrc/RSS/ATRCNews\\_Index.htm](http://www.palomar.edu/atrc/RSS/ATRCNews_Index.htm))
- ◆ Many new How-do-I screen videos and documents  
(the latest relate to Acrobat, FrontPage and PowerPoint,  
see <http://www.palomar.edu/atrc/Training/How-to/HowDoI.htm>)
- ◆ A new podcast solution  
(see <http://www.palomar.edu/atrc/RSS/more/PodcastSolution.htm>)
- ◆ Blogs by Terry Gray, David Gray and Haydn Davis  
(see <http://www.palomar.edu/atrc> for the links)
- ◆ World technology news  
(see <http://www.palomar.edu/atrc>, and <http://www.palomar.edu/atrc/RSS/whatsnew.htm>)

## Software

We will be deploying new help desk software next week, aimed at making it easier for students and faculty to get answers to their Blackboard and other technology questions. We will be using a hosted, online product from **Kayako** software, which has email monitoring, and response systems, a knowledge base, user status notification, escalation, and other useful administrative features.

We are currently testing **CMS 400**, an ASP.NET web site content management system, with a view to deploying such a system in redesigning the Palomar web site, which is long overdue. We will be comparing this to other systems, such as Collage and Microsoft SharePoint Services.

We will also be testing the **TurnItIn** Blackboard building block in November and December.

We have been testing **Internet Explorer 7** for months now through its various beta incarnations. It is expected to be released this month or perhaps as late as next month. We hope to have training materials available when it is. From the Blackboard perspective, Blackboard has not yet announced official support for IE7, so we will continue to recommend the use of IE6 until they officially certify the product, which could take a few weeks. **IE7 is going to be delivered as a high-priority or critical update using the Automatic Updates features of Windows XP**, so unless Palomar puts a block in place, it will be deployed across campus before any policies are made. Even with an automatic update block in place, users will be free to install the product on their own, and there is no way to block that.

Firefox 2, which is in RC1 status now, is expected to be released in November. We continue to discourage its use with Blackboard since it has difficulties that IE does not, but worldwide it is gaining market share. The split is now around 56/38 between IE and Firefox, with minor players like Safari, Opera, and Netscape splitting the other 6%.

We are also testing **Office 2007**, which is due out in November for business customers and January for consumers. We would like to hear from IS what date they expect the FCCC to make licensing and work at home disks available. Our plan is to deploy Office 2007 in parallel with Office 2003 in our computer labs next semester. We will probably not begin training on the Office 2007 products until fall 2007, though there may be exceptions, depending on what sort of deployment plan the District develops. I would suggest the technology operations sub-committee would be the place to develop this plan.

We are also testing **Windows Vista**, which is due out early next year, and we have the same questions and concerns about Vista as we do with Office.

## Hardware

The IS department budget will be replacing 2 AT servers that will be going out of warranty this fiscal year. Our plan is to move to a load balanced, 3-server front-end to Windows media services, using the

IS SANS (when it becomes available) as the data storage backend, to provide streaming media services. We plan at some time this academic year to migrate a portion of our Real media content to the CCCSAT server. Except by special request, we are no longer creating real media content.

### **Digital Video**

We continue to digitize and encode a great deal of video material at faculty member request. It is streamed and linked through the Blackboard server to conform to the requirements of the TEACH Act of 2002. We will be asking that 2 out of warranty video capture workstations be replaced this year to keep up with the work demand. We are fortunate in having a Cal-Works intern this semester, Tammy Serrin, who has been able to do a significant amount of this work for us.

### **Policy**

We continue to emphasize the need for Palomar College to develop a District policy on copyright and intellectual property, including guidelines that address fair use and TEACH Act use of materials. We digitize materials for presentation over the web regularly under the terms of the TEACH Act of 2002, but have not fully implemented a policy on copyright as mandated in that Act:

US Code Title 17,1,§110(D)(i):

(D) the transmitting body or institution —

(i) institutes policies regarding copyright, provides informational materials to faculty, students, and relevant staff members that accurately describe, and promote compliance with, the laws of the United States relating to copyright, and provides notice to students that materials used in connection with the course may be subject to copyright protection

The Cal State System, UC System, and many community colleges have complied by instituting formal policies, but Palomar has not. The faculty manual mentions copyright (sec. 512). It says, "...anyone who uses District telecommunications equipment or facilities to retrieve from and/or publish material on the Internet must respect copyright constraints and the guidelines for fair use of such materials." (p. 119). What guidelines? This self-referential statement cannot be regarded as a formal policy. The Governing Board manual duplicates this language, but fails to mention copyright in any other significant way.

Sample copyright policy and guideline statements can be found at:

[http://www.carrollcc.edu/library/research/copyrightinfo/copyright\\_policy.asp](http://www.carrollcc.edu/library/research/copyrightinfo/copyright_policy.asp)

(Carroll Community College Copyright Policy)

<http://www.store.cornell.edu/text/cpub/tbcpcopyrightinfo.html>

(Cornell Stores General Rule of Copyright)

<http://www.universityofcalifornia.edu/copyright/systemwide/pgrcmtra1.html>

(UC Policy and Guidelines on the Reproduction of Copyrighted Materials)

<http://www-rohan.sdsu.edu/~dl/copyright/index.html>

(Use of copyrighted works at SDSU)