

# Information Systems & Instructional Technology Committee

**Minutes:** (Unapproved)

**Date:** 03/01/10

**Time:** 2:30 p.m. to 4:00 p.m.

- **Attendees: Co-Chairs:** N. Strobel, B. Suderman
- **Reps:** J. Ahl, T. Bohan, L. Carter, A. Chiang, D. Dennison (new), G. Dumler, A. Geiser, J. Hart, D. Jorgensen, D. Kimball, T. Lovelace, K. Russell, P. Whitney, L. Carter, K. Rabe
- **Ex Officio Member:** D. Barnett, J. McGee
- **Recorder:** K. Loomis-Tubbesing (sub) for C. Sifuentes
- **Absent:** J. Carpenter, G. Cluff, M. Lovato, L. Reiman, L. Schiers, S. Shaheen, C. Smith, J. Stratton

**1. Review and approval of minutes:** B. Suderman opened the meeting at 2:35 p.m. and asked everyone to take a few minutes to review their notes; today's meeting has a lengthy agenda. It was mentioned that Candice Sifuentes is out (her grandmother passed away); K. Loomis-Tubbesing is taking notes on her behalf. B. Suderman briefly reviewed notes: IS's new tech is Chris Milan; the virus has been contained; the problem with the Microsoft security update that affected home pages has been taken care of; Jim will cover later the 90 new PCs and what is being planned for them; the expense of PCs and ideas for trying to cut costs and will be revisited later today by Phil; the Renegade RIP lab computers were recently replaced and the unit plan for ISIT will be summarize and presented today.

N. Strobel noted that the district intends to outsource the help desk service function and is trying to decide on a vendor; Luminous still 'luminous'...

**ACTION ITEM update:** how much money has been spent so far on Luminous - not yet available, B. Suderman is still researching this topic.

CMS – Old news in February as Moodle was chosen; the next step is working on training faculty and migrating from ETUDES to Moodle. A sub group is working on template for Moodle courses, one at a basic level and one with more structure (2 levels of templates are in development.)

**ACTION ITEM** – The Committee needs information from online faculty and it was to be solicited by committee.

**New ACTION ITEM:** Committee members are to get input from constituents about what should be in the template. **DUE:** the APRIL meeting. N. Strobel continued with a

brief description of EduStream – video clips, esp. from ITV courses, can be used in classes/WebPages/slides/etc. Or, post your videos or from students. There has already been an impromptu demonstration to ISIT, and later today, Prof. Leah Carter will make another, but more in depth presentation/demonstration. The Computer allocation subcommittee, a volunteer group that was to get together; will be done and looking at form for reallocation. Some newer PCs will be distributed and threshold level on campus .

Minutes were approved (L. Carter Moved/T. Bohan 2<sup>nd</sup>/verbally approved)

**2. Additions to agenda:** B. Suderman introduced a new member to the Committee - Deborah Dennison, Communication. No additions were made; the Agenda was approved. Introductions were made of all committee members present.

**3. Campus updates:** Jim McGee cleared up confusion over the recent virus situation – it has been contained and obliterated campus-wide. After the labs are upgraded this summer, IS will have 200 PCs for push-downs (most of the PCs are 3 or 4 yrs old); lab PC's will be installed first.

Pop-ups announcing virus detection were an issue during the virus incident-they are a symptom and therefore, need to be left active on PCs. The instructor stations and lab computers will be isolated and not allow pop ups. Pop ups are flags and the time warnings can be set farther apart, but IS needs to know when they occur on desktops, esp. if they are frequent. The pop ups are reflected in the IS logs, but IS still needs to keep warnings in place. Discussion followed. IS will go ahead and correct any problems with labs. Deep freeze is used on the lab computers so the PCs will reboot to the default after a student logs off, but while working, if the computer has a virus it can be transmitted out and about-IS needs to track the virus back to the source. Discussion followed on “Why not all PCs?” IS needs to know when office/desktops start getting popups – they are part of the real warning system. Jim McGee explained pros and cons and discussion continued. IS wants to know if the virus was not cleaned and even if cleaned from the PCs – they need to know if the PC is broadcasting vs. receiving the virus and track down whose broadcasting. Discussion followed on “Corp. Version software.”, and included limitations, notifications, location – server and logs which ID locations – faster response time with calls to IS vs. monitoring logs.

Judy Ahl discussed current installations of Sharp multi-function printers. Most have been installed, but still a few changes based on departments' preferences. Some locations on campus still need multifunction printers that didn't previously have a printer. Training maybe scheduled next week, by building, and will work across campus coordinated with the ULTREX Company. Training will follow the same pattern used for installations campus-wide. However, if an area/office needs it sooner, contact Judy. Functions – as to who will supply such items as stapling are still under review: staples are quite expensive. It remains to be determined how to disperse: still figuring it out. FYI, Judy will keep two toners of each on hand; call her when a replacement toner is

needed. Malfunctions/work orders are to be submitted by Judy. Eventually log in codes will be set up per user as Monty has the time.

**4. District updates:** TLC February's meeting was cancelled. Jim McGee mentioned that the help desk outsourcing has been put on hold/ delayed pending negotiations. Also delayed is the district's hiring of a Customer Service Operations Manager. No timeline yet.

**5. Luminis:** David Barnett - A SunGard consultant was at the district last week and many problems were fixed, and plans set for those still to be fixed. It's looking up but may not be on time this spring; perhaps a functional test at the end of spring and maybe launch Summer Session 2010.

**ACTION ITEM FOLLOW-UP: Amount of money spent by the district, to date, on Luminous - Pending per B. Suderman.**

**6. EduStream:** EduStream visual demonstration by Prof. Leah Carter. EduStream is an Educational Website providing access to free websites; primary source currently is ITV courses. EduStream.org –for an account & password contact Kathleen Loomis Tubbesing. It was pointed out that it's similar to iPods playlists/resource; one can browse by list of subject areas –course description – topics available and clips; it's a drill down process – some subject areas have more choices than others. The segments of videos lessons are usually 2, 3 to 4 minutes in length. Using Windows Media Player, L. Carter explained how to save and where; explained My Playlist. Preview/tracking the number of viewers, adding, editing, deleting, etc.? Discussion followed and also covered "Importation into Moodle", PowerPoint (IF online only... link into a PowerPoint presentation) It was stressed that videos can NOT be downloaded; one needs to have Internet connection and run in background. Faculty can upload their own videos and discussion followed and covered questions about security of the system. L. Carter pointed out that the instructor can select public or instructional access (check boxes). L. Carter continued to demonstrate how to imbed a link into Moodle; i.e. upload from Internet and setup process; "Fill in the boxes, blanks" - play list locations etc.

**NOTE:** B. Suderman announced that hands-on/in-person training is scheduled for Friday, the 12<sup>th</sup>@8:30 a.m. The trainer will be BC's EduStream contact, Parada Osman. The location-L148. Each committee member is asked to send someone from their department; training is encouraged but not required. Prior to that, representatives need to get a password from KLT. The requisite form will be posted to ISIT public folders. Discussion followed re: EduStream, in particular, stability, duration, etc. EduStream is grant funded via San Bernardino College and shouldn't cost BC.

**7. Computer allocation subcommittee:** PC price discussion cont. Phil Whitney talked to President Chamberlain before working on an estimate on machines. With respect to an additional position to help IS (Jim's area), President Chamberlain could not guarantee to hire someone to help who might not be adversely affected by "last

hired/first to be laid off.”, should the issue arise. P. Whitney mentioned he talked with Dell about the purchase of the “Consumer” computers for the campus and they will guarantee a large order of computers, say 30, would have the same “innards”. Phil had intended to purchase enough computers for two labs but because of cost of the “Enterprise” computers vs. the amount of funding available was not able to do so. Jim discussed the reason for the purchase of the “Enterprise” computers for the campus vs. the “Consumer” computer. The internal components are more stable and reliable. Dell does not change them on a frequent basis; where a “Consumer” equivalent would be changed more frequently. Jim mentioned as a cost savings he is evaluating the three year warranty against a one year warranty and stocking replacement parts. These concerns are currently before the IT managers, so P. Whitney was invited to present his concerns. As we know, software drives the need of computers within a lab. Therefore, we are trying to purchase the necessary equipment at the best price.

**ACTION ITEM – P. Whitney to meet with IT managers.**

**8. Unit plans equipment requests/ISIT** – Kristin Rabe distributed a spreadsheet (also posted in the ISIT public folders) Noting – how many things are there based on service calls to Media Services/in order of priorities and ISIT’s priorities – sent to President Chamberlain. Primary - Ag/Communication/Delano/ESL/Industrial Technology/Physical Science/Social Science. / etc. Secondary priorities (see spreadsheet) - others are “nice” but not necessary to maintain instruction. K. Rabe wants input to verify what is “necessary” from departments and faculty as Media Services doesn’t know the justifications.

J. McGee has a similar list; requests from staff and faculty are at the top. It was noted that some people may have given up on asking for new computers and will receive push-downs. In the next section of the Unit Plan, IS has budgeted for ¼ of the lab computers switches, cabling, etc. in this fiscal year. Jim questioned the request from the Physical Science unit plan for SE 7 replacements since they are less than 3 years old. Because of lack of funding in the IS budget for staff and faculty, J. McGee and J. Ahl will try to age and prioritize PCs on the Unit Plan. Lab pushdowns will go out to desktops.

J. McGee and J. Ahl will try to age and prioritize PCs. Labs pushdowns go out first, then other desktops, about 200, J. Ahl is involved with this project. Because of faculty computers questioning the slowness of their computers, J. McGee explained what was involved with network PCs/the authentication and other programs that run before a desktop PC can be used on campus. Dean Serabian was asked to pull a typical PC- one with overhead and one without – for a comparison. The following discussion addressed such issues as: energy savings vs. boot time.

Criteria for reallocation of computers to desktops is based on the needs of the individual i.e. internet access/etc. J. McGee will post to Public Folders, a spreadsheet of lab PCs to be replaced and pushed down. The question was asked regarding new faculty – what should dept. chairs tell fac.? The request form – Microcomputer and Peripherals

Request forms should be submitted to J. Ahl who can check against the Unit Plan list. N. Strobel noted that it is the software needs that determine the hardware. Therefore, the requestor needs to fill out the Microcomputer and Peripheral Request form in detail listing the software specifications. The requestor needs to be sure to list their software needs and what hardware requirements are listed by the software vendor. The Microcomputer and Peripheral Request form will be updated to include the minimum hardware requirements given by the software creator.

Important point to remember: the labs will be updated in the summer with the new computer. After the labs are updated and processed, the PC push down process will begin so expect replacement PCs later. The Unit Plan forms from K. Rabe and J. McGee, needs to be sent to President Chamberlain "soon", even if no money is available.

K. Rabe again asked what the committee wants to do. Do they agree with the list? (Needed/nice but not necessary/not needed/ or?) Discussion followed and included areas from which Media Services receives the most calls/requests; K. Rabe believes that equipment requests must be acknowledge when it was put into a Unit Plan by a dept. Not often requested, but departments need to let K. Rabe know if it is REALLY needed to continue instruction. Does the ISIT committee agree? Membership was asked to take this issue back to their respective departments and check with their department chair to see if they agree with the list. B. Suderman explained the Media Services' budget doesn't really have money until mid-spring. Therefore, the list would go to President Chamberlain in case he has money and to know what to consider buying. J. McGee will re-do his list, by age and need. This subject/the list(s) will be reassessed at the April meeting. Again, committee representatives should check with their departments.

**9. Securing Classroom Equipment** – P. Whitney reported that the Business Management building recently had four projector stolen 'cleanly', two stolen within same day. P. Whitney expressed a desire to have a centrally monitored campus system. Eight (8) projectors have been "lost"/stolen in the last eight (8) months. K. Rabe has looked at security methods however, when equipment in Math-Science was stolen, the entire pole was taken along w/equip. Media Services is in-putting AV equipment on the network, but it is a slow and arduous effort. The system "sees" when equipment is taken off the network/is unplugged then sends an e-mail to Media Services. Questions were asked about: ADT/TelTech services on campus, the possibility of a fiber optics system, etc. Discussion continued and included methods to physically secure equipment vs. alarm systems. K. Rabe pointed out that the most simple and existing solution is for faculty to lock the door when they leave a lab or classroom – CSUB locks rooms when no faculty are present. Replacement money is quickly being drained and was limited anyway. P. Whitney asked what can be anticipated, so B. Suderman explained official security actions and limitations. P. Whitney again suggested a fiber system that can be bridged; if cut, loop through devise to a monitoring panel and via phones/networking/or? And have Campus Security monitor 24/7. Discussion included adding cameras with-in

buildings to deter graffiti and theft. Problem—the Library had to pay to connect their cameras to security. Discussion continued and included upfront capital costs of losses. Security on campus – needs to be looked at in depth. K. Rabe reiterated that too many rooms are left open and unlocked. Discussion followed regarding who has keys/access (i.e. construction workers); limitations on replacements (i.e., after the loss of four, no more replacements), what goes on in other areas/the use rooms by multiple departments – who is responsible for the room left open? Discussion continued on a policy, key assignments and authorization. It was suggested that a campaign be initiated: lock the door, unless another instructor comes immediately afterwards. P. Whitney mentioned that creates the issue of students having to wait until rooms are unlocked.

**10.** FYI - 3 C Media – CA Comm. College Sat. Network – CSAT – Palomar – FREE – podcasting account for free; just sign up and get an account. Take a look at the form; via community colleges very little and few limitations – FREE

**11.** TABLED – April meeting.

**12.** TABLED – April meeting.

The meeting adjourned at Mtg. concluded 4 p.m.

*Minutes - respectfully submitted - Kathleen Loomis-Tubbesing*