Imperial Valley College
ATLAS Planning Group Minutes
Room 804
Monday, January 24, 2011
4:00 P.M.

Members Present:
Val Rodgers
Michael Heumann
Todd Finnell
Jeff Cantwell
Dawn Chun
Jeff Enz

Recorder:
Adriana Sano

I.   **Updates**

   a) **Instructional**

   - Michael Heumann reported he is working on the logistics of the ATLAS Grant Train-the Trainer Conference.

   b) **IT – Todd Finnell**

   - Todd Finnell announced that Larry Valenzuela has been moved to IT. He reported that he met with Cindy Leyva and would like to bring her aboard to do training; and commented that she is good at preparing online content/web information. The goal is to be a self-service model to faculty.
   - There was discussion among the group and the consensus was that this could be accomplished by creating a budget for her as a content consultant.
   - There was discussion among the group on creating a help desk using Andres Martinez or Martha Olea. The goal is to provide a coordinated help desk.
   - Todd Finnell introduced Jeff Enz, Director of Enterprise Systems. He reported that the radios are in and would be installed in Calexico. There was discussion on the Calexico campus and replacing existing wireless infrastructure on campus.
   - There was discussion among the group about the different funds available for technology (i.e., construction funds/bonds, ATLAS Grant and general fund).
   - Jeff Cantwell reported he is currently working on upgrading from Banner 7 to Banner 8. He is also working on moving IVC to an ODS model (Operation Data Store).
   - Todd Finnell announced one of the changes in IT is to provide official email addresses to students and offer Microsoft 365 which includes 25 GB of online storage, and Microsoft Suite web version. The goal is to run a pilot in the summer and implement in the fall. He stated Microsoft offers a prepackaged implementation checklist and marketing tools.
   - There was discussion among the group to include the Communication Department

- Val Rodgers asked if Jeff Enz was provided with a computer and Jeff indicated he had and would need a laptop.

II.   External Evaluation Schedule

- Jeff Cantwell reported that Patricia Wong, ATLAS External Evaluator would be on campus 1/31/11 through 2/3/11. He indicated one topic which will be discussed would be paired classes.

III.   Best Practices Conference

- Val Rodgers announced the Title V Best Practice Conference would take place on March 14-16, 2011 in La Verne, CA. Val indicates she would like to attend, and asked Michael Heumann and Todd Finnell if they would like to attend.

IV.   Update Banner Capabilities for Scheduling

- At a Basic Skills meeting, the group decided to go ahead with a pilot Accelerated Learning Program, which would allow students in English 99 and English 101 at the same time; the 101 class would be full size, but the English 99 class would have only 8 students. This fits perfectly with our various plans in ATLAS for collaborative learning and paired classes. However, one worry that came out concerns Banner's ability to handle these sorts of classes – namely, classes where students can be concurrently enrolled in both the transfer-level class and the prerequisite for that class. Also can Banner be set up to require students enrolling in one section of English 99 to also enroll in the 101 section.
- Todd Finnell indicated that he has a scheduled meeting on Friday 1/28/11 with Dean McNeece, Mathew Thale, Instruction, David Poor, Admissions/Records and Jeff Cantwell, IT to discuss this topic.
- There was discussion on making changes to Banner to accomplish this.

V.   Other

- There was discussion on the CISCO Lab being but to use and training the techs.
- The group decided that the ATLAS Planning Group would meet every two weeks. Next meeting would take place Wednesday, February 23, 2011 at 10:00 a.m.