From:	Dawn Chun
Sent:	Thursday, March 04, 2010 5:09 PM
To:	Linda Amidon
Cc:	Tina Aguirre; Valerie Rodgers
Subject:	Evidence for the Midterm Report - Esay Grade Pro

Easy Grade Pro was purchased after a discussion at the DE/ACCESO meeting in 2006 and all agreed it was the best grade tracking product for its functionality and cost.

Dawn Chun

From:	Tina Aguirre
Sent:	Thursday, March 04, 2010 4:34 PM
To:	Linda Amidon; Larry Valenzuela
Subject:	FW: Need evidence for the Midterm Report
Attachments:	TC_Minutes_06-06-07.pdf; Easy Grade Pro Training Level Draft Outline.pdf; TC May 08 Newsletter.pdf

Larry   thank you - this helps
Linda   save in the evidence pile

From: Larry Valenzuela
Sent: Thursday, March 04, 2010 9:11 AM
To: Tina Aguirre
Cc: Dawn Chun; Michael Heumann
Subject: RE: Need evidence for the Midterm Report

Hi Tina,

I did find the information you requested. Attached are the minutes for June 6, 2007, which lists the software we adopted at IVC to support instructional software technology on campus.
Another source of data that we have is our Technology Training Center Newsletters (shows evidence of trainings listed) and Easy Grade Pro Software Outline Handout (evidence that shows what I covered in my trainings, etc. Attached are samples of the data.

On a side note: ACCESO was the one who purchased a site license back in 2007 or 2006. Dawn and Michael might have other information within their department meetings at that time that could show more evidence as to why the college purchased Easy Grade Pro.

Sincerely,

Larry Valenzuela
Technology Center Technician
Imperial Valley College
Human Resources
(760) 355-6189

"Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed" -- *Booker T. Washington*

Easy Grade Pro
Training Level Outline Draft

1. How do I import my classroom rosters from WebSTAR into Easy Grade Pro?
2. How do I modify my calendar settings to take attendance?
3. How do I configure the attendance categories (Absence, Tardy, etc) to take attendance?
4. How do I add or delete a student? How do I add another class into my grade book?
5. How do I add or delete assignments to my Easy Grade Pro? How do I modify the grading scale?
6. How do I save a copy of my grade book?
7. How do I print out a student progress report, classroom report, attendance report, or assignment report?
8. How do I preview my student or classroom reports before printing them?

1. How do I copy class data such as all assignments into another class?
2. How do I lock my grade book with a teacher password?
3. How do preview my reports in landscape or portrait mode format?
4. How do I modify a student's name or record?
5. How do I modify a class name?
6. How do I do I add a new column to show ID, Total Points Possible, and Overall Grade?
7. How do I take roll call in the seating tab section? How can I print out a single student report?

Advanced Level

1. How can I add student passwords to each student? How do I create reports for students with passwords?
2. How do I configure my main page options?
3. How can I create a new folder and add my HTML Easy Grade Pro files onto my website?
4. How can I copy and paste my Student reports in HTML onto my web user account?
5. How can I preview the student progress report on the website?
6. How do I test my existing student progress reports on my website?

<u>If there is a question that you would like me to address in the **Easy Grade Pro** Trainings, please add your questions to this list and forward the word document to my e-mail address</u> larry.valenzuela@imperial.edu, <u>so that I can address them in the trainings.</u>

Thank you for your attention to this request.
Sincerely,
Larry Valenzuela
Technology Center Technician

Technology Training Center Newsletter— May 2008

Larry Valenzuela
Technology Center Technician
Imperial Valley College
380 Aten Rd.
Imperial, CA 92251
(760) 355-6189

Website: http://cms.imperial.edu/index.php?pid=122

Trainings in Website CMS 2008.
Internet Explorer 7.0 & Easy Grade Pro.

Imperial Valley College

The purpose of the Technology Training Center Newsletter is to inform our faculty and staff about upcoming workshop trainings and provide resourceful information to the end user.

If you cannot make it to these trainings, please contact me at (760) 355-6189 to schedule an individual appointment.

How do I register for the workshops? Log into the Help Desk online

http://www2.imperial.edu/customer40/helpdesk.htm

New Website CMS 2008
Workshops Basic, Intermediate and Adv.
Learn how to access your website, input content into sub pages, edit page content, format tables, add hyperlinks and upload attachments, pictures on your website and much more!
Handouts will be provided.
Location: Room 1601
5/20/08–2 pm—3:30 pm (Basic.)
5/20/08—4 pm—5:30 pm (Intermediate.)
5/22/08—9 am—10:30 am (Basic.)
5/22/08—5 pm—6:30 pm (Intermediate.)
5/23/08—10 am—11:30 am (Advanced)

Internet Explorer 7.0 (Basic Level)
Learn how to create new tabs in this web browser, disable pop-ups, delete browsing history files, etc. Furthermore, you will learn how to add favorites and organize your list and much more!
Handouts will be provided.
Location: Room 1601
5/7/08—9 am—10:30 am (Basic)
5/7/08—2 pm—3:30 pm (Basic)
5/9/08—10 am—11:30 am (Basic)

Learn how to do grades, keep track of students grades, attendance, homework assignments, and print out classroom or student progress reports.
Handouts will be provided.
Location: Room 1601
4/26/08—4 pm—5:30 pm
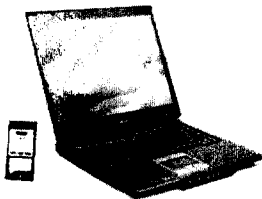4/27/08—9 am—10:30 am
4/28/08—2 pm—3:30 pm
4/29/08—1 pm—2:30 pm

Technology Trainings
Coming Soon in June 2008:

* Internet Explorer
* Easy Grade Pro
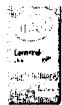* Adobe Acrobat
* Website CMS 2008

The Technology Training Center is located in room 1601, and has laptops or multimedia projector equipment that IVC employees can reserve on a timely basis for conferences, meetings, seminars or work related purposes. Please call first for availability at (760) 355-6189. Thank You.

For more information on a list of equipment that can be checked out:
http://www.ivchost.net/index.php?pid=421

Here is the Equipment Request Form that you can fill out online:
http://www.ivchost.net/index.php?pid=1564

Technology Training Center Newsletter © 2008

Minutes
June 6, 2007

Voting members present:
Dr. Robin Ying, Co-Chair, Administrative Representative
Dr. Jim Fisher, Co-Chair, Faculty Representative
Kathy Berry, Administrative Representative
David Zielinski, Faculty Representative
Mary Jo Wainwright, Faculty Representative
Larry Valenzuela, Classified Representative
Michael Boyle, Classified Representative
Bettsie Montero, Classified Representative
Dawn Chun, CMCA Representative for Linda Amidon

Voting members absent:
Kathie Westerfield, Chair of BUG, Administrative Representative
Francisco Mariscal, ASG Representative

Consultants present:
Dr. Michael Heumann, Faculty Representative
Lincoln Davis, Faculty Representative

Consultants absent:
Jan Magno, Administrative Representative
Andres Martinez, Faculty Representative
Charles Wang, Classified Representative
Jeff Cantwell, Classified Representative

Recorder: Toni Gamboa

Visitor: Gary Rodgers, Interim Vice-President of Academic Services

Call to Order
The Technology Council meeting was called to order at 8:40 a.m. by Dr. Robin Ying, Co-Chair.

Approval of Minutes
M/S/C M. J. Wainwright/L. Valenzuela to approve the minutes of May 23, 2007 as presented.

Visitors Comments
No comment.

Dawn Chun requested that Dr. Ying provide an update of the Campus Network. (see P.3)

Technology Master Plan Final Version Approval – Dr. Ying
Dr. Ying e-mailed all members an edited final version of the Technology Master Plan. All changes suggested received last week via e-mail were made. No vote was necessary since voting took place at the last Technology Council meeting stipulating as amended. Dr. Ying will forward the final version of the Technology Master Plan to the College Council, Academic Senate and Dr. Pai.

Information on Campus Surveillance Policies Study – Lincoln Davis
Lincoln Davis stated he had sent each member an e-mail with several links to the policies. Each policy appears to have its own quirks and idiosyncrasies but basically, they are repetitive. They describe in general the purpose of the campus surveillance cameras, the scope of their use, accountability of how they are being used, who is using them, and disclosure of who, what and where. Retention of the length a tape is kept and how they dispose of each tape.

Many of the policies say they follow the state and federal campus policies including Title XIV nondiscrimination. The personnel who actually operate the cameras undergo strict training on the appropriate use of the cameras and in viewing the tapes. Consequences are set for violations. The policies also discuss who gets to view the tapes and who they will release them to, whether it is campus police, administration, or local police. Tapes will definitely be released to local police if there is a crime involved. Also, some indicate they will review recommendations for further use as well as complaints about their use. This reassures the campus community that they will be open to recommendations. Some of the policies also outline students privacy needs, mainly campuses with dormitories or on campus housing. Signs and notifications of the existence of cameras should be posted to forewarn individuals and potential criminals that they are being videotaped.

Lincoln Davis will forward the information discussed to the Campus Operation Committee.

List of Supported Software and Hardware – Dr. Ying

Operating System	Applications	Tools	Peripherals	Vendors
Win 98	Acrobat 6.0, 7.0, 8.0	Adware	Keyboard	Gateway
Win NT	Photoshop V7	DeepFreeze V6.1	Mouse	Dell
Win 2K	Illustrator CS3	Norton Antivirus	Printer	IBM
Win XP	Office 2003, 2007	Spybot	Scanner	HP
Win Vista	Firefox 2.0	Help Desk	Wireless card	Apple
MAC-OS	Netscape 7.0	Easy Grade Pro		
	PeachTree Acct	Docu Tech		
	QuickBooks			
	Quark Express			
	Dreamweaver			

The question was posed if whether the Technology Council will establish policies to provide consistency throughout the campus on which applications will be supported by the IS

department? Discussion followed regarding the pros and cons of each side. Standardization is vital in order to provide adequate support campus wide.

Campus Network Update
The update is in two parts: intranet and Internet. The intranet portion addresses the inside wiring and data switches updating. The contractor Teldata has been on campus the last two weeks and has surveyed the network and wiring. Teldata will provide a report soon. All current data switches are HP brand and the products have a lifetime warranty, therefore continue with the HP brand will maximize the reuse of existing switches. In the near future, an HP team will come to IVC for three days to conduct an actual traffic study and help the re-engineering of the entire network. Essentially, the design policy is to maximize the fiber distance and minimize the copper (CAT-6) distance. This will provide the best performance with least cost. Therefore the IDF switches need to be located closer to the end user. From IDF to BDF, and BDF to MDF, fiber connections are used. BDF to MDF connections need to go across the buildings, the fiber cables will go through the underground conduits.

On the Internet side, there is still uncertainty as to where IVC stands in regards to the new fiber connection provided by CENIC. Contact and discussion has been taking place in the last several days with Greg Scott from CENIC and ICOE/IVTA who seem to be approaching an agreement. The most costly portion of the construction is the six mile span of fiber from the junction of Ross and Dogwood to IVC. In the discussion, this portion is referred to as the Green Segment. Construction for the Green Segment with labor and materials will cost approximately $175,000. Support from the Chancellor's Office is necessary in order to move forward with construction. Once an agreement is met, the project should be completed by the end of the year.

Adjournment
M/S/C J. Fisher/M. Boyle to adjourn meeting at 10:03 a.m.