

**Imperial Valley College**

**Title V Grant**

**2004**

Florida, "Universities and colleges are finding that it is dangerous to lag behind in the area of technology." IVC recognizes that reality and has devoted precious and scarce resources to the purchase of the Banner student management system, but monies to customize the software to meet the specific needs of IVC and for fully training staff to use it are not available. Funds are dedicated in this grant proposal to fund this necessary aspect to bring the enrollment process fully online.

Just as with the application process, students currently must actually come to the main campus to take the paper and pencil delivered placement test that is used to determine the best course placement for students to maximize their success. Once students have jumped the hurdle of getting to campus to apply, they must overcome yet another hurdle before they register for the first class, that of scheduling the time for and another trip to campus to take the placement tests. This place bound approach to delivering support services is a significant barrier to student persistence and success. In addition, the use of paper and pencil assessment tests is a misuse of scarce resources. Computer delivered assessment not only eliminates barriers to success for the student but also reduces the administrative need for personnel by streamlining the assessment process. With online assessment, scoring and posting of results are automated. Plus, with computer adaptive testing, students are delivered only those test items that are appropriate for their level of performance thus reducing student frustration and apathy.

Not surprisingly, student advising and counseling is also place bound at IVC.

Although the main campus is well staffed with counseling services, the off-campus sites do not have access to counseling services at their locations. Again, students must get to the main campus for advisement and support, for access to services that are more readily available to on-campus learners. Orientation classes designed to improve the under prepared students' chances

at academic success are only taught on-campus. Staff who perform degree audits to help advise students as to what classes to take and in what sequence in order to maximize student effort and dollars are all located on campus. Further, this process is manual and subject to "human error." Students are not able to track their own progress through a course of study or to determine whether a certain course will meet their degree requirements without consulting an on-campus professional. This lack of access to appropriate counseling and support services for all students regardless of their place of residence is seriously handicapping the prospect that Hispanic and under prepared students will succeed in their pursuit of higher education. A "virtual" counselor available to remote sites through video conferencing technology would provide off-campus students with the same level of access to high quality counseling services that is presently available to students who can participate at the main Imperial, CA, site. By developing the capacity for online enrollment, online delivery of assessment testing, automated degree auditing and cyber-advising, IVC will transform advising for rural, Hispanic and low income students in the Imperial Valley service area.

### ACTIVITY THREE: INSTITUTIONAL MANAGEMENT DEVELOPMENT

Yet another factor contributing to this limited access to college programs and services among Hispanics and other low income individuals in IVC's rural, isolated service region is an inability to match student demand with the supply of available course offerings at places and times that meet expressed student need. Although this mismatch between demand for courses and the supply of courses is, in part, due to the limited local supply of qualified, credentialed faculty which the use of distance learning technologies could positively impact, it is also related to the lack of a sufficiently robust scheduling process to manage "big picture" timetabling from any perspective be it staffing, curriculum management or facilities access. IVC administrators

**IMPERIAL VALLEY COLLEGE  
COUNSELING  
UNOFFICIAL MINUTES  
June 8, 2007**

**NEW SAP RULES**

Jan Magno gave a brief presentation on the 2007-08 SAP Process stating the following:

- 1) At the end of each term there will be a report of all students who did not complete the term with a minimum of 2.00 GPA and/or a completion rate of 70%. This process will begin at the end of summer.
- 2) Lists will be given to counselors for SAP review.
- 3) Counselors will put SAP status on the roster, and financial aid will enter it on ROASTAT.
- 4) The Counselor request should be entered on RAAREQ and a message attached
- 5) SAP Letters will be sent:
  - SAP 1 = mandatory workshop
  - SAP 2 = warning letter
  - SAP 3 = mandatory individual appointment
  - SAP 4 & 5 = new award letter with termination message
- 6) Upon completion of the workshop/appointment, the counselor will mark RAAREQ with "R."
- 7) Current awarding process for Fall 2007 will use the new SAP rules.

**DEGREEWORKS INTERNET PRESENTATION**

Counselors watched a web presentation entitled "DegreeWorks with Banner," presented by a gentleman named Michael Fox, who first came in contact with Dawn Chun regarding this presentation. The overview of this degree audit program, which is an optional part of Banner Student, is as follows:

- Comprehensive academic advising services
- Web self-serve using Luminis and other portals
- Easy-to-use intuitive interfaces
- Multi-formatted advising worksheets
- Student Educational Planner (SEP)
- Curriculum Planning Assistant (CPA) for reporting
- Full-featured "what if's" and "look ahead" features
- Unlimited advisor notes
- Web-based exception processing
- Natural language catalog definitions
- Degree audits in batch or dynamic mode
- ADA 508 compliance

Meeting adjourned at 4:00 p.m.

**Imperial Valley College  
Technology Council Meeting**

**Minutes  
September 13, 2007**

**Voting members present:**

Dr. Robin Ying, Co-Chair, Administrative Representative  
Dr. Jim Fisher, Co-Chair, Faculty Representative  
Kathy Berry, Administrative Representative  
Kathie Westerfield, Chair of BUG, 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  
Francisco Mariscal, ASG Representative

**Consultants present:**

Dr. Michael Heumann, Faculty Representative  
Jan Magno, Administrative Representative  
Andres Martinez, Faculty Representative  
Jeff Cantwell

**Consultants absent:**

Charles Wang, Classified Representative

**Recorder:** Toni Gamboa

**Visitors:** Gary Rodgers, Interim Superintendent/President  
Victor Jaime, Vice-President Student Services  
Val Rodgers, Chair Business

**Call to Order**

The Technology Council meeting was called to order at 9:00 a.m. by Dr. Robin Ying, Co-chair.

**Approval of Minutes**

M/S/C K. Westerfield/D. Zielinski to approve the minutes of June 6, 2007 as presented.

### Visitors' Comments

Jan Magno requested to be placed on the agenda to discuss Degree Works at the next Technology Council meeting scheduled for Thursday, September 27, 2007.

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### New Website for Instructors

Dr. Ying has received several phone calls and e-mails from instructors pertaining to the moving their web pages from the existing website to the new website. Instructors learned about the deployment of the new website upon their return to begin the fall semester.

Dr. Ying has individually e-mailed each instructor who has expressed concerns regarding the lack of time prior to move their web pages. He would like to share the contents of the e-mails.

A consistent look and feel for our college website is required. In looking at other college's websites, many instructors have their own individual construction to their website. With new technology, the new website server has a hosting software installed enabling us to offer the instructor two different options. One consists of the instructor constructing their own website using the built-in Contact Management System all the departments are using, which provides the exact look and feel and is quite easy to use. Dr. Jim Fisher has utilized this option to move his contents over the weekend from the old website to the new website. His students have already been asked to access the new website inside the campus. The second option is for instructors to obtain a sub domain and use web page editors such as Dreamweaver and the FTP file transfer utility. This will allow for more freedom of creativity when constructing the web pages.

There are some concerns in terms of the URL format. The official college URL is <http://www.imperial.edu>. We will continue to use the official college URL after transferring to the new website and server. The other URL [www.ivchost.net](http://www.ivchost.net) is strictly internal, only works inside the firewall. On the cutover date there needs to be a way of supporting the instructors still using the old web server who have not yet moved their contents to the new web server. This is to avoid affecting the students. Currently, the instructors are given a URL in the format of <http://www.imperial.edu/firstname.lastname>. But this does not comply to the URL standards. A standard URL format is either <http://firstnamelastname.imperial.edu> or <http://www.imperial.edu/~firstnamelastname>. The former being a sub domain format, and the latter being a web user format. In order not to impact the students, we will continue to use the old URL format (which is <http://www.imperial.edu/firstname.lastname>). The transition over to the new URL format will take place when Spring semester begins. The Windows web server will continue to run for a limited amount of time until all faculties have moved their contents to the new web server. The challenging issue is that the hardware for the Windows web server has been out of warranty.

Dr. Ying and Jeff Cantwell are working on compiling a list of the instructors who have active websites for fall 2007. Dr. Michael Heumann inquired as to the timeline when the list will be ready. The list is scheduled to be completed by September 21, 2007. Mary Jo Wainwright suggested having an e-mail sent to all users with a list of the individuals who have active websites with a link to their website as of September 28<sup>th</sup>. She also suggested inviting anyone else who would like to get on board to do so; thus, eliminating individuals getting lost in the

shuffle. A specific outlined time frame is necessary for instructors to move forward with the transition.

Upcoming trainings will be scheduled by Larry Valenzuela for instructors to move their web contents. Notification will be posted on the Technology Training Center's website. Currently, the web lead workshops are available twice a week, Tuesday and Thursday afternoon 3-5pm in 1502, in order to upload contents into the new site in preparation for the Accreditation Visit in October. Additional workshops will also be scheduled in October. In the workshop, handouts will be disseminated providing a step by step process on how to upload files, pictures, PDF files, word documents, power point presentations, etc.

### **Campus Network Project Status**

The network re-cabling RFP is completed. The calling for bids newspaper ad will run in the I.V. Press on two consecutive Fridays, September 14<sup>th</sup> and September 21<sup>st</sup>. This is following the public entity calling for bid process. All documents have been reviewed by the College's attorney, Frank Oswalt, and are in compliance. The bid will be opened publicly on September 28, 2007 at 10:00 a.m. in the Library. We will select the lowest of three bids. In the interim, Dr. Ying is organizing an Vendor Evaluation Committee to evaluate the three lowest bids and select one to proceed. Vendors interested will request a copy of the request for bid and return the bid by September 28<sup>th</sup> in a sealed envelope.

The scope of project is to provide a CAT6 cable to the desktop in all the existing permanent buildings. This does not apply to the temporary buildings. The core switch will be upgraded. There will be a significant improvement in speed because the core switch's speed will increase. Connection between the building BDFs and the MDF will be upgraded to gigabyte fibers. The IVC maintenance will be trenching the underground conduits carrying the fiber optics cables. It will be a star configuration with a circular layout. Each classroom will have a drop. Once the VoIP is deployed, each classroom will have a VoIP phone including the PA function. The PA function will allow for campus announcements to all classrooms by entering a certain command into the VoIP switch. This particular capability has been demonstrated to Kathie Westerfield and her staff members a couple of weeks ago by the equipment vendor given her concern regarding the switchboard. The phone system and the computer will share an integrated network. Calls can be answered by either using the computer or by picking up the handset. The PA function is marvelous in terms of security and emergency procedures because each phone on campus can be broadcast simultaneously. This project is targeted to be completed by the January-February time frame.

The time line is as follows: Bid will close on September 28, 2007. The Vendor Evaluation Committee will evaluate the lowest three bids. The results will be presented to the Board on October 10, 2007. Once the Board approves the recommendation, the winner will be announced before October 19, 2007. Preparation and coordination with the campus maintenance will take place after the Board approval. All work must be completed within 120 consecutive calendar days from the date specified on the Notice to Proceed issued by the district.

Jeff Cantwell clarified that the bidding is for the cabling construction. It does not include the phone system at this time. It certainly supports the phone system, but it involves the interfacing of the switches and will be done in phases. Dr. Ying suggested scheduling a demo of the telephone system during one of the Technology Council meetings.

Andres Martinez posed the question regarding the outside connection which he contends with in regards to Distance Learning? Dr. Ying reported that CENIC and ICOE/IVTA has not yet reached an agreement due to the fact that ICOE/IVTA could not provide a 24x7 service call center. The issue is still being discussed among CENIC and ICOE/IVTA. When the project is completed, the CENIC will provide a second fiber connection to the campus, in addition to the original ICOE/IVTA fiber, and this will improve the bandwidth considerably. The CENIC fiber will be a dedicated connection for IVC.

**Next Meeting**

The next meeting of the Technology Council is scheduled for Thursday, October 11, 2007 at 9:00 a.m. in the Board Room.

**Adjournment**

M/S/C J. Fisher/M. J. Wainwright to adjourn meeting at 10:00 a.m.