

Meeting Notes - February 21, 2007

Technology Task Force Notes

Wednesday February 21, 2007

ADM 109

Time: 3:00 – 4:30

1) Approval of Notes from February 7, 2007

The notes were approved.

2) Quick Updates

- Catalyst Advisory Cmte: Brian Murphy sent out a Campus Memo on Feb 13, 2007 which included the following paragraph:

Winter Quarter Catalyst Training. Are you ready to expand your on-campus class curriculum to the online community of distance learners? Now's the time to learn more about Catalyst, De Anza's learning management system for teaching online, with three "Getting Started with Catalyst" training sessions to choose from this winter. 2 Days: Wednesdays, Feb. 21 and 28, 1:00-3:00 p.m. (a split session over two weeks so that you may bring questions to second session). 1 Day: Friday, Feb. 23, 10:00 a.m.-2:30 p.m, with a lunch break. 1 Day: Friday, March 2, 10:00 a.m.-2:30 p.m, with a lunch break. All training sessions are in LCW-16 and conducted by Mary Parke, Distance Learning Center instructional designer. To sign up for a training or if you have any questions, email Linda Elvin, Distance Learning Center coordinator, at elvinlinda@deanza.edu.

- Web Content Management System: M. Kahn reported that good progress was being made. The group had identified some critical issues. Some areas discussed were how the web service is laid out and how it might be improved. A list of desired features and functionality would be discussed next. An open dialogue was ongoing with F. Sherman and De Anza on this project together with input and reflections from representatives from Foothill and the district. F. Sherman noted that the district was exploring to determine if there was common interest between the entities, which would enable one system be procured for Foothill, De Anza and the district.
- 2007 Educational Technical Awards: L. Elvin submitted the following information, which was included in the Feb 13, 2007 Campus Memo.

Nominations for Annual CCC Educational Technology Awards: The nomination period for the California Community Colleges system 2007 Educational Technology Awards is now open through April 30. The awards are selected in July and announced in September. There are two categories: The Technology Focus Award recognizes college, district, regional and system-level projects that have identified and solved a significant problem to the benefit of students, staff and/or faculty. The project must be a part of the CCC system and have been completed or implemented during the three years previous to the award nomination date. The Excellence in Leadership Award recognizes individuals who have demonstrated extraordinary effectiveness, influence, diplomacy and career achievement with the field of higher educational technology management, on both individual campuses and within the greater CCC system. Candidates must be present or past contributing members of the CCC professional community.

Candidates may nominate themselves for a Leadership Award or nominate a project in which they participated for a Focus Award. Up to two Leadership and four Focus awards may be given annually. The award is co-sponsored by the Foundation for California Community Colleges. For more information and/or to complete an online nomination form, visit <http://www.cccco.edu/divisions/tris/telecom/techaward.htm>. ; For additional questions, contact Catherine McKenzie at cmckenzi@ccco.edu or 916.322.0833.

- Technology Training: The following information was included in the Feb 13, 2007 Campus Memo *Technology Training There are numerous technology training sessions available, including on the Manila content management system and online classified timesheet training for administrators and supervisors.*

Contact Mary Kay Englen at ext. 8322 or englenmarykay@deanza.edu for more information.

- Californian Virtual Campus (CVC): L. Elvin reported De Anza was part of a pilot student help line for Catalyst. It is a free service at present.

3) De Anza Technology Plan Draft V10

The team reviewed and approved the plan for campus wide distribution and review. Minor changes were made and M. Spatafore would copyedit the document one last time. The plan would be named the De Anza Technology Strategic Plan Final Draft. W. Chenoweth would take the document to the academic senate for review. C. Bruins would take it to classified senate. J. Hawk would take to DASB and the administrators. Technology Task Force would incorporate the feedback into a final draft document at the March 21, 2007 meeting. On April 12, 2007 it would go to College Council for review and approval.

4) De Anza Technology Task Force Draft

W. Chenoweth incorporated the feedback from the group into a second revision of the document. The review would be completed at the next meeting.

Present: C. Bruins, W. Chenoweth, B. Creamer, T. Dolen, L. Elvin, J. Hawk, S. Heffner, M. Kahn, K. Metcalf, K. Moberg, C. Owiesny, W. Pritchard, F. Sherman.