Information Technology Advisory Council
Meeting Minutes – June 22, 2007

Present: L. Beresford, T. Coburn, L. Cool, G. Fredericks, N. Hartmann, R. Hendriksma, J. Holmes, T. Hutchins, A. Lindsay, R. Margelis, S. Myers, E. Schreur, N. Taylor

1. Minutes of 2/9/07 were approved as presented.

2. Updates

   a) TTC Phone system (T. Hutchins) – TTC phone mail system is anticipated to be replaced in or shortly after August 2007. This single system will replace all three current phonemail systems. The new phonemail system has the ability to access phonemail via the web will be implemented at a later time.

   b) Network Security (T. Hutchins) – New intrusion detection software should be installed on or about 6/30/07. S. Myers indicated that Media Player and Windows upgrades still need to be made to some carts at TTC.

   c) Media Carts (T. Coburn) – Media carts will be installed prior to the fall semester as follows: 8 new carts at TTC, 2 at AWH and 1 at KVM.

   d) Library (A. Lindsay) – Nancy Taylor and the library are working to create handouts, online tutorials, lists and resources relating to the Virtual Valley online courses for instructors and students.

   e) Library (A. Lindsay) - The library has the new NAXOS Music Library database, an online music library of primarily classical selections. The database offers extensive search capability and instructors will have the ability to create play lists for course listening assignments.

   f) Museum (E. Schreur) – The museum has replaced the “flip books” on two exhibits with interactive screens for two exhibits. A third will be installed shortly. He announced that the capital request for wireless access at the museum has been approved. The lighting system in the planetarium has been replaced with new LED lighting. The former 28,000 watts of power usage is now reduced to 1,000 watts and the lighting is twice as bright. The CRT in the planetarium has also been replaced with an expected 5 year life.

   g) Museums (E. Schreur) – The computers in the Challenger Center have been replaced and remote access capability to the Center is now available. New Challenger software programs have been delayed but are expected to arrive in the next two weeks. One new program has been installed. A TV monitor has been added outside the center allowing passers-by to view a mission in progress. When the Center is empty, this monitor plays videos or can feed NASA space TV events. He also announced the arrival of the next exhibit “Return of the Dinosaurs” opening on 6/30/07.

   h) M-TEC (L. Beresford) – The capital request has been approved for replacement of its (9) classroom media carts. Activity for MHTSC continues to increase and a new part-time scientist has been added to the staff to handle the increased workload.

   i) Virtual Valley (G. Fredericks) – A handout of the 06-07 Virtual Valley Accomplishments report (attached) was provided to attendees. Thirteen on-line courses have been developed. Steve Ott is developing an internal on-line training for faculty. Mike Thompson (IT) is working to develop a Virtual Valley website to provide additional information about KVCC on-line courses. The required student orientation for on-line
courses will be available for the fall 2007 semester. Options for expanding help desk hours for technical assistance in on-line courses are being discussed.

j) Other – (N. Taylor/T. Hutchins) Account logins for part-time faculty are being converted to the same look as for full-time faculty.

(N. Hartmann) A new Educator backup utility is in place and IT is currently working to restore from tape 04-05 course files for backup to CD using the new backup utility.

3. Google Apps—Nate Hartmann provided a demonstration of the Google Apps email program. The numerous advantages of this application were discussed. The committee approved moving forward in the use of Google Apps for all new students beginning fall 2007. Returning students will have the option to use Google Apps and/or the current Luminis portal/I-Planet email for fall semester. Before the start of Winter 2008 semester all student email accounts will be moved to Google.

The meeting was adjourned at 10:00 a.m.
Virtual Valley
Summary of 2006/2007 Accomplishments

Provide direction for development of online and hybrid courses leading to online program/s and certificates.

- Twelve of the seventeen Phase I courses are in the process of being developed:

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<td>ACC 101</td>
<td>COM 113</td>
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<td>BUS 101</td>
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<td>BUS 207</td>
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<td>ECO 202</td>
<td>PSY 150</td>
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<td>MUS 101</td>
<td>WPE 125</td>
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Increase retention rates through specific use of instructional design methods in online and hybrid course development.

- Steve Ott is developing our internal version of online training for faculty - the Virtual Valley Online Teaching Faculty Certification course will be offered this fall.
- An Educator template was created and approved by the Distance Education Advisory Committee. All faculty using Educator, not just instructors developing Virtual Valley courses, are being encouraged to use the template in order to provide consistency in the look and feel of our online courses.
- The first course developed through the Virtual Valley initiative (COM 113) is being offered this summer. We will begin to gather data on retention as well as look at the impact of course length (8 week vs. 15 week) on retention.

Develop a pool of internal mentors to sustain initiative.

To date, only three instructors have completed the external online certification. When a larger group of instructors has completed the Virtual Valley Online Teaching Faculty Certification course we will then be able to recruit interested and experienced online instructors to serve as internal mentors.

Develop a learner-centered environment accessible to students 7 days a week and 24 hours a day.

Virtual Valley web site: We are working in coordination with Mike Thompson to develop a Virtual Valley web site. This web site will include information on KVCC’s online courses and eventually programs; links to campus services and resources for online students (how to register, get books, tutoring, etc.); a link to frequently asked questions; technical help desk information; and links to items such as an online learning assessment, tools to assess the technology on a computer, tips for being a successful online learner, VARK learning styles inventory, and time management tips related to online learning.

Orientation
The mandatory online student orientation will be available this fall for all students taking online courses. We have made some modifications in the design of the orientation that will open up access
to this orientation to all students using Educator. The initial intent was to house the orientation within Educator and enroll all students taking online courses in the orientation course. This would have limited access to the orientation to only those students in complete online courses and prevented students from reviewing the orientation materials in following semesters. We have decided to place a link to the orientation on the Virtual Valley web site rather than within Educator to provide access at any time and for any student.

**Tutoring:** The Educational Specialists in the Learning Center are piloting an online tutoring project this winter and summer with three instructors. If successful the project will be expanded in the fall.

**Help Desk:** We are reviewing options for providing expanded hours for technical assistance that will be scalable in order to meet an increasing need by faculty and students.

**Development of distance learning policies and procedures.**

The development of distance learning policies and procedures will be an ongoing process that the Distance Education Advisory Committee will continue to address as we encounter situations that arise due to the delivery of more online courses and eventually programs.

To assist in a standardized format for developing online courses leading to programs, the following documents that accompany online course development are being utilized:

- Request for Online Course Development
- Faculty Author Agreement
- Online Course Criteria
- Technology Needs Checklist
- Required Online Course Materials Checklist