

College-Wide Tech Committee Team Meeting

Date: February 1, 2007
Location: EGF 106

Time: 12:00 – 1:30 pm

Chair: Stacey Hron

Recorder: Sue Dalager

Members Present: Stacey Hron, Karleen Delorme, Kit Brennan, Dorinda Sorvig, Chad Sperling, Don Fischer, Joanne Bachmeier, Sue Dalager

Members Absent: Julie Olson

Guests:

Team Minutes

Agenda item #1: Introduction of Committees

Presenter: Stacey

- Each team will present an overview of what has been completed and/or in progress from the 07 priority lists
- Committees are now combined into 4 sub committees

Discussion:

- Desire to Learn
- Web
- Student Technology
- Technology Utilization (Professional, Infrastructure, Classroom)

Conclusions:

Each subcommittee reported on their 07 priority lists – full reports will be attached to the meeting minutes

Person responsible:

✓ Technology Utilization – report attached

Sue Dalager & Dorinda Sorvig reported

✓ Desire to Learn – report attached

Karleen Delorme reported

✓ Student Technology – report attached

Joanne Bachmeier reported

✓ Web - report attached

Chad Sperling reported

Other Information

Next meeting will be in May (date to be determined)

Student Technology Committee Progress Report

FY06 accomplishments:

1. Replaced 3 computer labs in TRF and Accuplacer lab in EGF. Recycled computers to various labs.
2. Three temp positions to cover falls startup in EGF. Laptop configuration went quicker.
3. Two work-study on each campus to cover extended and weekend hours in TRF and various projects and IT positions in EGF.
4. One temp position in the EGF library, covered ITV, multi-media, support for 60+ computers in library, etc.
5. Provided Symantec Antivirus for all EGF students. Number of virus infected laptops brought into IT decreased.
6. Increased use in Student virtual Office.
7. Purchased a new student e-mail server. Increased student e-mail space to 50MB.
8. Added laptop rental services to EGF library.
9. Conducted Student Technology survey Spring Semester – Results posted in Committee Minutes.
 - a. Positive comments about IT support on each campus
 - b. TRF biggest complaint is lack of wireless access, noise in the computer labs, and library computers.
 - c. EGF biggest complaint is laptop purchase requirements and lack of use.
10. Lan Party on each campus
11. Purchased 38 Wireless Access Points to cover TRF main and aviation campuses.
12. Purchased microphone equipment to monitor noise levels in TRF computer labs.
13. Installed a printer in the nursing wing in EGF.

FY07 Action Plans:

1. Set up a computer lab in EGF in room 236 once approved.
2. Put in another Cyber Zone on the EGF campus outside of room 237.
3. Looking at how to decrease the cost of printing on both campuses.
4. Set up a computer area in the cafeteria in TRF using the computers from the room 619.
5. Add an IT position in the EGF Library.
6. Purchase three new laptop rentals. Current ones are too old, have too many problems and don't have wireless.

FY07 Action Plan accomplishes:

1. Added an IT position in the EGF Library responsible for ITV rooms, Video Conferencing, computers in the library, multi-media, faculty classroom equipment support, classroom equipment maintenance, etc.

Technology Utilization Report 2006

The current Technology Utilization Committee is a combination of the following committees:

Classroom Technology
Infrastructure
Professional Development

What was accomplished in 2006:

Infrastructure

Renewed Annual Software Contracts
Backup Exec Server
GWAVA
Symantec
Novell Support
EGF Cisco Maint
TRF Cisco Maint.

3 Yr. recycle
EGF – 32 comp.
TRF – 37 comp.

TRF employee Server – put back to replace in summer 07

Aviation Campus – new switches are in the process of being ordered for the aviation campus, it was determined we needed to replace the core switches in Aviation and Main campus to segment the network into VLANS to be in line with the MnSCU security guidelines, those were ordered at the end of November.

TRF Access Points - all are on-site. There are just a few left to install

EGF – 5 new offices above 411 – all wired
421A wired (Farm Op)
421B & C didn't need to be wired at this time
Carpentry-Fire Tech & Paramedicine – classrooms and offices wired – also put 2 computers out there for student use.

EGF – was to purchase a lockable cabinet to secure networking equip. – didn't have to purchase as TRF had one available for us

12 ports were added to the EGF commons

Technology Committee FY06 list:

College wide survey conducted.
5 Classroom projectors – all installed complete with sound systems
20 8 ft. screens installed on EGF campus replaced the old 6 ft. screens
4 new student printers installed (331 hallway, 219, 508 & commons)

6 Interwrite School Pads – 4 for EGF and 2 for TRF all are checked out and EGF faculty have purchased several more
Computer Lab for EGF – on hold for now
Turnit In software – cancelled
Projector Station with speakers for Room 315 – have equipment just need to install it this spring
Instructor stations in ITV classrooms on the EGF campus
Camera for ITV Rooms – put on hold for the 08 bonding bill
New Tanberg from Net's Office for both campuses – Stacey is working with Jeff Sinks and they will be coming soon
TRF Projector recycling plan – airport classroom #10
Radio station request – request goes to President
PRS System – on hold for now
CD Duplicator – bought for TRF campus - TRF gave EGF their old cd duplicator
TRF - Replace classroom instructor stations – recycle from Employee replacement pool

Professional Development:

Monthly Byte of Technology
Incentives for attending training sessions
Employee Training Packet
Employee/Student Quick Start Guides
Developed a Technology training Center Web Site
Developed Online Technology Resource Guide with copies of all training hand-outs
Developed ITV training manual
Online Training Calendar
Tech In the Know newsletters

Our 07 survey was sent out to all Faculty today. We set the deadline for Feb. 9th, so we can hopefully have results for our next meeting on Feb. 15th.

We will also begin working on Combining the Goals, Objectives and Strategies for the 3 committees that were combined.

FY07 Action Plans Progress Report

Goal 1 - Promote utilization of D2L as a learning tool.

- 1a. Conduct hands-on training sessions on D2L features and other course management tools for beginners, intermediate, and advanced users.
- 1b. Offer and conduct D2L training sessions by department.
- 1c. Update and manage local Faculty Support Center in D2L.
- 1d. Post D2L support and contact information.

Several forms of D2L training sessions were offered to faculty:

1. Monthly - 1 hour training session focusing on the various D2L tools and/or online pedagogy.
2. Weekly - D2L/online education 1 hour open lab sessions. D2L trainers work with faculty in a "hands-on" training session where instructors bring in material or problems of their choosing to get assistance.
3. Individually - D2L trainers, Site Admin, and Tech Support meet with instructors individually or by department when requested.
4. Faculty Showcasing - 1 hour meeting where faculty demonstrate which D2L tools have worked well in their course.
5. Faculty Support Center – faculty have access to a wealth of resources and instructional material which is continually updated by the faculty trainers, site admin, and tech support.
6. Online Teaching 101 – an online training course designed for faculty who are considering developing or teaching online courses.

Goal 2 - Enhance student learning opportunities by utilizing D2L as a course management tool.

- 2a. Develop an intro to D2L course.
- 2b. Offer hands-on student training sessions.

ORI 1001 D2L Orientation Course was developed in D2L allowing any student to log into the course via a generic username (NCTC_Stucent) and password (12345678). Information regarding this courses is posted on the NCTC websites D2L login page.

Holly Deschene offered training sessions before the semester starts and the 1st 2 weeks of semester.

Goal 3 - Promote a team approach by integrating the talents and skills of ITS and faculty trainers to maximize D2L support.

- 3a. Conduct monthly D2L subcommittee team meetings.
- 3b. Attend D2L Annual Conference

D2L meetings are scheduled once a month and the minutes posted in Virtual Office.

This year the faculty trainers, site admin, and tech support all attended the annual conference held in Guelph, Ontario. Everyone gained knowledge for all sessions attended. The conference also provided great opportunities for networking and best practices among colleagues.

Goal 4 - Increase the number experienced D2L faculty to provide peer support.

4a. Offer Round Table sessions.

4b. Faculty mentoring within department.

4c. Quick Start guides to set up a D2L course.

The beginning of semester and end of semester checklists were created to assist faculty with all the details of getting their course ready for the beginning of the semester as well as the end of the semester.

As of spring 2007, approximately 114 faculty currently use D2L and the chart below identifies the growth in number of courses using D2L.

Year	Summer		Fall		Spring	
	Campus	Dist Ed	Campus	Dist Ed	Campus	Dist Ed
2004 - 05	16	19	150	29	175	36
2005 - 06	26	31	201	47	243	61
2006 - 07	34	38	330	64	400	68

FY07 Action Plan Progress Report

Web Committee

Goal #1

Website will enhance college-wide services through the use of technology

Accomplishments:

1. Complete redesign of entire NCTC website.
2. Academic program pages have been redesigned and include more content; including video and pictures.
3. Online apparel vendor was chosen. Links added through site to this online store. Promoted launch on website. Continue to promote on bookstore website with easy access to online store.
4. Added applications for admissions on new admissions website. Broke down online admission process into 4 sections. (new student, returning student, transfer student, international student)
5. Worked with Brenda Dale and really turned around the financial aid website. Easier access to all types of online forms for students.
6. Created eServices for students. An online environment for the different types of online services our site has to offer including, but not limited to; apply for financial aid, check course availability, FACTS tuition payment, transcript request, username lookup, pay tuitions online.
7. Our FAQ section received an overhaul. Will continue to work with Marketing to make this more comprehensive.
8. Developed new A to Z site index. Listing of all sites on the NCTC website.
9. Events calendar now more visible on new home page. More admin users have been trained and have access to add events. Researching a more advanced calendar system.
10. Content update procedure was sent out 3 times.
11. More departments purchased Contribute, were trained, and now maintain the content on their sites.
12. Online budget request form. Allows NCTC faculty/staff to make budget requests online. Stored in database with ability to run quick reports.

Goal #2

Website will enhance instruction through the use of technology

Accomplishments:

1. Faculty resource site developed. Included links to eFolio. (Free online portfolio service through MnSCU). Resource site includes online form to submit their eFolio site to webmaster to include the link in the faculty member's directory page.
2. More links in more prominent spots for easier access to (D2L, Virtual Office, email) See eServices.
3. Brand new library website. First department to really introduce the one-college under one umbrella look and feel.
4. Numerous online surveys created.
5. Library Proxy Servers: Ability for students to view library databases off-campus with use of log in using barcode and last name. On -campus students need not log in.

**Goal
#3****Website will serve as a powerful tool for college marketing and public relations****Accomplishments:**

1. Academic program videos placed online. Next step to convert to Flash format for higher quality.
2. Downloadable PDF files of the View book, Catalog, & Handbook. Looking into online versions of each.
3. Flash animated promotional pieces on NCTC home page and Technology home page.
4. Picture marketing with slogans. "Eye catching" marketing. Featured on Admissions home.
5. News stories include photos. More users have access to upload news items using an online form. Option for departments to list news items on just their sites.
6. Interactive online college maps. Also added driving directions form which allows users to get directions to EGF, TRF, Airport, Roseau, & Swenson House from their home.
7. Google analytics code runs in background of numerous pages monitoring including but not limited to; where are viewers are from, what pages they visit, what computer hardware/software they are using, how many visits we receive in any given time, etc.

**Goal
#4****Website will serve as a resource of internal and external communication****Accomplishments:**

1. Online class cancellation. Displays link on NCTC home and majority of second layer pages alerting students of any cancellations.
2. More admin users have access to upload news and events to college website. See above.
3. Virtual office continues to host all committee related items. Have begun planning new layout and ways of making this more dynamic.

**Goal
#5****Website will provide a sense of student community to minimize isolation and to increase retention and satisfaction****Accomplishments:**

1. New Student Life website developed including new clubs website listing all college-wide clubs NCTC offers. Students started developing own unique clubs websites. Contribute purchased and housed on computer in Student Senate (EGF) for students to maintain club information on sites.
2. Job openings site received upgrades. Online form to submit new postings.
3. Student work study site developed. Dynamically enter work study positions on website through Financial Aid.