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|  ATC CommitteeMinutes |
| October 5, 2015 | 1:00-3:00 pm | L 238 S |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Elisabeth Shapiro: Chair | Tracy Schaelen: Distance Education Program |
| Vince Berling: ASO Representative | Natalie Walker: Disability Support Services |
| Concetta Calandra:-School of Language & Literature | Vacant: School of Continuing Ed., Economic & Workforce Dev. |
| ~~Kathleen Canny Lopez: School of Health, Exercise Science, Athletics & Applied Technology~~ | Vacant: School of Math, Sciences & Engineering |
| Russ Corpron: Part-time Faculty Representative |  |
| Scott Finn: Counseling & Personal Development | ~~Randy Beach: Institutional Program Review and Outcomes Coordinator (Resource)~~ |
| Kesa Hopkins: Higher Education Centers (NC, OM, SY and CCAC) | Dan Borges: Chief Information Systems Officer (Resource) |
| Emily Lynch Morissette: School of Social Science, Business, and Humanities | Al Garrett: Institutional Technology (Resource) |
| Lauren McFall: Library Representative | Paul Norris: Institutional Technology (Resource) |
| ~~Jorge Pastrana: School of Arts and Communication~~ | ~~Andre Ortiz: Training Services Coordinator (Resource)~~ |
| Andrew Rempt: Academic Success Center | ~~Todd Williamson: Online Learning Center (Resource)~~ |
| GUEST/s | Ed Guerrero | Hector Reyes |
| **Call to order/Approval of Agenda** | elisabeth shapiro |
| action item |  |
| Approval of agenda. M/S/C. |
| **Approval of Minutes from 04/16/15 & 05/07/15** | elisabeth shapiro |
| action item | The minutes were approved as presented. |
| Approval of minutes. M/S/C. |
| **Public Comment** | elisabeth shapiro |
| information | No Public Comment was given as this time. |
| 1. **Introductions**
 | group discussion  |
| Discussion | Everyone who was present introduced themselves and which school/department they represented. |
| **What is the ATC** | elisabeth shapiro  |
| Discussion | Elisabeth explained what the ATC Committee is responsible for. The ITC falls under the SCC. This committee focuses on and prioritizes on the academic technology side and makes recommendations to the ITC. We are also a sub-committee of the Academic Senate, which is the faculty who get together who decide on all kinds of academic issues. We are representing faculty from the Academic Senate regarding technology because technology impacts everything that happens for academics.   |
| **Adjunct Representative** | elisabeth shapiro  |
| Discussion |   |
| **Disaster Recovery/Data Recovery** | dan borges  |
| Discussion | Dan gave a brief overview of what happended when the HVAC crashed and how we experienced a complete thermal shutdown. The IT department began complete restoration from tape media. Restoration took thousands of hours, 5 weeks, and cost more than $100K. There were many issues learned and documented. One of the primary issues was related to lack of file storage. There were flaws found in hardware, software, and processes. Some recommendations were made to improve data restoration capability. IT suggested having data stored on disks at a different location. Suggestions were made to improve hardware by getting more disk stoage and increasing server porfomance. Also, upgrading the software; install current versions of required software. Deploy new backup software strategieds to simplify backup procedures. Implement improved IT communication by utilizing Project documentation. Perform system audits to ensure compliance and put all available IT resources to work on needed solutions.A Disaster Recovery Plan impacts all aras of SWC. There was complete thermal shutdown of Data Center on 7/14/15. Restoration was a significant effort. Many recommendations were documented from lessons learned. IT is moving forward to quickly implement improvements. |
| **Follow up on the Computer Replacements Prioritized in 2014-2015** | paul norris  |
| Discussion | Last spring they prioritized about $500,000 that was allocated to go towards replacements of computer stations. Out of that, $130,000 went to non-academic and $360,000 to Academic. Otay Mesa recieived 244 new computers, but they were skipped twice. National City received 5 and San Ysidro received 25 computers. The main campus received 143 computers. A total of 417 computers were ordered and received. Of those, there are approximately 40 computers between staff and faculty that we are working on now.This year we have a replacement plan and we are working on equipment that is older than six years. Unfortunately, we have 660 computers, which will cost us $860,000 and we only have $500,000. Once again we will have to prioritize. We need to make note as to what kind of email to send out as a committee to faculty. We need to discuss what options to have.  |
| **Outreach to Constituents Task for Members Regarding New Teaching Podium Computers. What Should Be In The Start-Up Menu and Bookmarks?** | elisabeth shapiro  |
| Discussion | There was a discussion about possibly sending out a survey to the ATC Reps to talk to their constituents asking:* What do you need on your start-up menu? (Be specific about which part of Microsoft Office that you need, if you only need Excel, then be specific).
* What Bookmarks do all your faculty need? What Bookmarks do certain Disciplines need?
* What Browser do you need?

**PLEASE HAVE THIS INFORMATION FOR OUR NEXT MEETING**  \*\*There was a suggestion for a remote desk top login. This topic should be brought back and discussed at a later date. Room scheduling for teachers was also discussed. Lecture and Lab are two separate entities. There was a suggestion to have a meeting with Dan, Kathy Tyner, and Mink Stavenga. There was a suggestion to do the survery through class climate survey. Elisabeth will send the survey to the Chairs. |
| **DE Education and Video** | tracy schaelen  |
| Discussion | Tracy is training people how to make videos, training videos, short announcements, screen tours, and Camtasia. Andre Ortiz in Staff Development also does training on campus for Camtasia. Tracy uses voicethread in her class with her students. She has had much success using this. Students love voicethread. They use computers most often, they also can use their divices, such as their android app. She showed us some examples on her “wisdom wall” where student gave advice to future students. One student typed his comments and presented it in a cowboy’s accent. It showed positive online interaction with Tracy and her students.Zoom is a video conferencing tool that is through CCCConfernow.zoom.us. Tracy uses this to meet with your students through her Zoom room. The students are able to ask and get answers to questions. It is currently free for instructors. The committee spent some time logging into tracy’s room and exploring it.  |
| **Adjournment** | Elisabeth shapiro |
| The next ATC meeting will be October 19, 2015 from 1:00-3:00 p.m. in L 238 S. |