Crafton Hills College
Chairs Council Meeting
April 16, 2010
MINUTES

Chairs Council Meeting of April 16, 2010

Members Present: Jodi Hanley (Co-Chair), Aaron Race (Co-Chair), Kelly Boebinger, Brad Franklin, JoAnn Jones, Terry Koeper, Mario Perez, Snezana Petrovic, Cathy Pace-Pequeno, Jeffrey Schmidt, Sherri Wilson

Others Present: Cheryl Marshall, Rick Hogrefe, Ted Phillips, June Yamamoto, Kathy Gibson, Denise Hoyt, Glen Kuck, Wayne Bogh

Members Absent: Robert Brown, Judy Giacona, Jim Holbrook, Frances White, Laura Winningham

Jodi Hanley called the meeting to order at 9:07 a.m. in CHS-237.

1. **Approval of Minutes from April 2, 2010 Meeting**
   The minutes for April 2, 2010 were reviewed and approved.
   Motion: To approve (Wilson, Jones, MSC)

2. **Blackboard Update – Glen Kuck (Executive Director, Distributed Education and Technology Services)**
   Due to issues with the budget, there have not had any funds to replace any of the core infrastructures over the past 3 or 4 years. With the exception of one district, all districts are using bond funds for the purpose of aiding their infrastructure. Our district just got a green light to move ahead on revamping our own infrastructure. There have been emergency notices sent out to faculty to archive because faculty have been uploading more digital content than the infrastructure can keep up with.

   Blackboard will not be supporting version 7.3 for much longer as there have been many problems with this version. Looking at putting in place a new infrastructure and doing a version upgrade at the same time. Instead of upgrading from 7.3 to 8, the desire is to go straight to version 9 which has fixed a lot of the glitches and problems encountered with version 8. Version 9 will have more tools and resources available that are missing on versions 7.3 and 8. They will all be working on the infrastructure upgrade at the end of this school year until next year, but it has to be on a timeline that both colleges are comfortable with.

Ideally, the new environment will be up and ready to be populated by faculty with Spring information in the Fall. Fall would be a good time to do mass training district-wide in terms of making faculty feel comfortable with the new environment.

There was a concern with running 2 environments in a semester as it may potentially be confusing to many students taking two courses where one instructor uses 7.3 and the other uses 9.0. It may make more sense to do a cold transition. The first stage of the infrastructure upgrade is to increase the SAN space which is causing issues with Blackboard. Exporting and importing of archived courses between versions have been done by other institutions, but will be tested once the system is available.

EduStream may be used to free up district space and lessen demand on the systems. It will be helpful to show people how to use the application other than using the 'Read me' file. Training and presentations will be available on how to use EduStream.

The total cost to revamp the entire District infrastructure is about $1.6 million which includes mass storage and a new Datatel server which will cost about $700,000. The idea is to have disaster recovery between SBVC and CHC—if one site goes down, the other site picks up. A state-of-the-art data center is coming online in the new building.

Camtasia Relay has been purchased with enough licenses. By using the EduStream fund, the number of licenses can be increased to at least 10 or 15 per college. Camtasia Relay is software that allows you to record whatever actions you do on your computer which can then be published to be accessed by others. Video based training will be available with links to specific tutorial items.

It was suggested to send at least 3 emails between now and the end of the semester to inform faculty to archive all courses and that there has to be clear instructions on how to save the file to the desktop and repopulate the course back to the Blackboard when the new shells are loaded. Mr. Kuck will research if it is possible to email the instructor the archived shells in a zipped format to reduce the steps when importing a course.

One of the new features in Blackboard 9 is a totally new grade submission process. It is too early to determine if this new grading environment will be preferred when fewer people have seen or experienced it.

Every single course in the district is automatically populated with a course shell. Approximately 10% of enrollment in the district is in the online environment. We can get a usage report to be shared with the group. We need to take a look at the planned upgrades for the infrastructure especially the SAN's which is impacting us the most.

We need to look at the whole retention and transition from term to term. Most instructors want the option to course copy as opposed to archiving. Unpopulated shells do not have any impact on space. Emails are sent out to specific individuals who have too much data on their shells.

In regards to future or present courses that are deleted from the catalog, there will be a 3 year cycle before the contents are deleted. In terms of the older courses, we may not know if the instructor is still using that content unless there is some type of communication. The creation and population of shells are based on active course extracts from Datatel.

3. **Update on New Printers on Campus other than Learning Resources – Wayne Bogh (Director, Technology Services)**
   The District has signed a contract with Konica Minolta Business Systems in San Bernardino to replace, manage and maintain copiers and printers on campus. Most copiers will be replaced except for new printers purchased under the categorical funding. Most printers will come under this contract for maintenance. We are trying to eliminate all desktop inkjet printers. The minimum standard on all copiers will be to scan to email. All printers will have individual codes so that we can control the number of copies made. A high speed color copier is being placed in the teaching aids area. Printer/copier/reader redistribution is scheduled on the first of July and CHC is first on the list.

4. **Announcements**
   a. Finished production of The Magic Flute where it was sold out for three nights and there was a huge positive response. All the students who experienced it this year feel that this is by far the most integrated production between both Crafton and University of Redlands.
   b. Monday, April 19th - EMT Graduation.
   c. Thursday, April 22nd - Fire Academy Graduation and Classified Staff Appreciation Day.
   d. Saturday, April 24th - Banning Disaster Expo (Booths in Community Center).
   e. Saturday and Sunday, May 7th and 8th - Some Girls, presented by CHC Fine Arts Dept.
   f. Friday, May 7th - Student Recognition Dinner.
   g. Friday, May 14th - Honors Convocation.
   h. Thursday, May 20th – Commencements.
   i. Tuesday, June 1st - Statewide Paramedic Competition.

5. **Future Agenda Items**
   Training on Data by Keith Wurtz, Director of Planning and Research on April 30th (extra meeting for Chairs Council)

6. **Adjournment**
   Meeting was adjourned at 10:30 a.m.

7. **Next Meeting:**
   April 30, 2010, 9:00 a.m., CHS – 237

   May 7, 2010, 9:00 a.m., CHS-237