eTAC Minutes
March 22, 2007
3:00 p.m.
ED2843A

**e-Learning and Technology Advisory Committee (eTAC)**
March 2007 -- Meeting Minutes

Present: Tom Braziunas, Terre O’Malley, Joanne Fall, Val Donato, Tom Griffith, Vince Offenback, David Gronbeck, Jennifer Wu, Sharon Simes

**Introduction**
Welcome and what this committee’s purpose is. We intend to share information across campus as related to Distance Learning (e-Learning), Library projects and IT Services. Reiteration of the 30/30/30 formula for the agenda: 30 minutes for announcements, 30 minutes for sharing news/demonstrations and 30 minutes to discuss broader issues.

**ANNOUNCEMENTS (30 MINUTES)**

**IT Announcements**
IT Services will be installing Office 2007 on all student computers by fall. Office 2007 will also be available on some of the computers in the TLC. If an office wants it loaded onto their computers they can submit a request through the IT Help Desk.

**Computer virus and spam**
Tom Griffith explained that what happened on Tuesday wasn’t an actual virus, it was the result of a corrupted file that had been sent by the anti-virus software company. Not many computers were affected and the problem was solved by the end of the day. It was also noted that the spam reports that are received each day through Outlook have been getting much longer lately. Spam attacks seem to be on the increase but spam filters automatically remove the large majority of these emails. With the easy accessibility of our email addresses on the Internet, we are easy targets.

**FrontPage**
The new FrontPage server is up and running and websites are being migrated to it. This shouldn’t really affect faculty except for having to update some absolute links on their websites. Relative links will be fine. The migration should go very smoothly. The NeST (North’s e-Learning Support Team) Office aka Distance Learning Office can help whenever needed.

**New orientation room for Distance Learning classes**
Beginning fall quarter the NeST Office will be using the Loft for some of the orientation meetings for online classes during the evenings of the first week of the quarter. This will be a good utilization of the Loft during the first week of the quarter when it is usually not open. It will also be a good introduction to the Loft for the students. Librarians will still be conducting a short introduction to online library services during the orientation. The length of the orientation meetings may be extended at some point to allow the librarians a longer presentation. Fifteen minutes would be preferable to the five minutes they now have. The Loft has a “smart board” which works well for small groups and meetings such
as these orientations. The “smart board” isn’t utilized well in a classroom situation because it is fairly small and not viewed easily in larger settings.

**Plagiarism in homework**
Tom Braziunas mentioned the turnitin.com website to which any homework can be submitted and then compared to a large database of previously submitted works and other online content to check for any plagiarism. We have been offered free use of Turnitin services for one quarter. However, use of this service on an ongoing basis is cost prohibitive. Furthermore, all submitted homework is retained on the website, which begs the question whether it could then be used for other purposes. Our campus may not have a big enough need for this service. There would need to be interest at a district wide level for this service to be feasible. Vince Offenback reported that simply typing a unique sentence or phrase from a student’s assignment into Google works well as a check for plagiarism.

**Class information and copyrighted material on the Internet**
It is mentioned that sensitive class information that has been available on the Internet, but is then removed, may still be archived and continue to be accessible to people through special search engines. Whatever searches you do online are probably archived somewhere and results of the search are accessible to other people as “cached copies”. Google archives the results of every search it does.

Jennifer Wu announced that Stephanie Delaney will conduct a workshop about copyrights and the web during the third week of spring quarter (April 19th 2-4 PM, TLC).

**SHARING NEWS -- DEMONSTRATIONS (30 MINUTES)**

**I.M. (Instant Messaging) tool on library website**
Jennifer demonstrated how students can now go to the library website ([http://dept.sccd.ctc.edu/nslib/](http://dept.sccd.ctc.edu/nslib/)) and have access to “Librarian Chat” through an instant messaging tool called Meebo. This easy-to-use intuitive feature allows students to communicate with the reference desk quickly and easily. It is a free service and students can use it for asking a variety of questions. It is a convenient way to exchange information, and is also more personally interactive. The reference desk librarian will be listening for IM messages as well as helping at the counter or at a computer “out on the floor”. Meebo messages can also be accessed by the librarians from their homes, allowing students to get answers even in the event of a snow day. The NeST Office will also look into utilizing this technology to expedite communication with students having technical difficulties with their online courses. This IM tool might also have an application at the IT help desk, or possibly on the main college website or each division’s webpage.

Jennifer provided a handout with information on IM widget services such as Meebo and instructions on how to subscribe to Meebo. Contact Jennifer Wu ([jwu@sccd.ctc.edu](mailto:jwu@sccd.ctc.edu)) if you would like a copy of this handout.
Media department announcements
David Gronbeck shared that 8 extra projectors are now available for any classroom that is in need of one. The Media department is also putting together a web form for the ordering of media equipment. The form will be similar to the work order form used by Facilities. The construction for the new TLC office is in progress and things are a bit hectic in the media area. The big news is the creation of the SIM-PC (Student Instructional Media Production Center) as described in last month’s minutes.

Campus Website
Tom Griffith announced that the status of the web design process: The Task Force has recommended that a consultant be hired to help us update our website. The funding is provided by a UTF award from last year. There is a suggestion that the IM tool be added to the main college website to be accessed during business hours for students to get quick answers to general questions.

BROADER ISSUES / PLANNING & DIRECTION (30 MINUTES)

eTAC mission statement
Tom Braziunas has been working on a mission statement for the committee and had a handout showing the first draft. He asked for input from others and requests feedback on whether this first draft covers what the committee is trying to do as far as working with other departments.

The mission statement first draft reads:
“The missions of eTAC (e-Learning & Technology Advisory Committee) are to:
• Provide guidance by the campus community on college action plans for use of e-learning, technology and library services to change student lives through education;
• Promote best practices in the use of e-learning, technology and library services;
• Provide a venue for a monthly dialogue amongst interrelated support units of the college to foster cross-campus communication, collaboration, coordination and visioning on e-learning, technology and library services.”

Conclusion
Because of conflicts with the Budget Planning Team meeting on April 18th, the next meeting of eTAC will need to take place on another day. Since PDAC meets on Wednesday, April 25th, the day/time for eTAC is Thursday, April 26th, 3 – 4:30 PM.

Adjournment
The meeting adjourned at 4:26 p.m.

Minutes by Terre O’Malley with additions by Tom Braziunas