

Pamela L Harmon

From: Pamela pharmon Harmon - pamelaharmon@triton.edu <do-not-reply@blackboard.com>
Sent: Thursday, February 28, 2019 9:18 AM
Subject: Technology Advisory and Distance Ed Committee: March 6th TADEC meeting reminder and agenda
Attachments: Drafts for online protocol form revisions.pdf

On behalf of the Committee Chairperson Pam Harmon:

Just a gentle reminder, our next TADEC meeting is Wednesday, March 6th at 2:00pm in room H124.

Agenda Items:

- **Online protocol form revision-please review and forward changes prior to the meeting so that questions and concerns can be addressed during the meeting. Thank you!**
- **Other**

If you know of faculty that might be interested in attending, please encourage them to come.

Feel free to contact Pam Harmon (pamelaharmon@triton.edu) or

Humberto Espino (humbertoespino@triton.edu) if you have any questions.

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TECHNICAL ADVISORY & DISTANCE EDUCATION COMMITTEE

Meeting Minutes, March 6th, 2019, room H-124, 2 pm

Attendees: Pamela Harmon, Joe Buchel, Erin Stapleton-Corcoran, Justyna Koc, Selma Mehmedagic, Patricia Knol, Humberto Espino.

1. The Protocol for Online and Hybrid Course Development and The Online and Hybrid Course Development Proposal Form have undergone revisions and will be finalized at the April Committee meeting. Once revised, these documents can be found in the faculty resources dropdown box under Online Instruction. Please send questions to e-support@triton.edu, Humberto Espino humberoespino@triton.edu, and Pamela Harmon pamelaharmon@triton.edu. Questions regarding remuneration can be found on pages 58-61 of the Faculty Negotiated Agreement and handled through the Dean's office and Human Resources.
2. The test proctoring software Examity has undergone a trial in the fall with one course and all went well. Two courses are undergoing a trial this spring semester.
3. March 22nd from 7 am – 11 am, Blackboard will be down for system maintenance.
4. March 29th, Blackboard archival will be done. Please see attachment.
5. Following the curriculum committee revision approval of CIS110 and CIS220, the Peer Review Committee will begin reviewing these two courses. As a reminder, the Peer Review Committee reviews courses in the Fall and Spring semesters only. Dates and deadlines are firm. Spring Peer Review submissions are due April 1st.
6. Faculty who are in need of assistance with Blackboard, please attend workshops in the CTE with Erin Stapleton-Corcoran erinstapleton@triton.edu and Pamela Harmon or contact us directly via email to set up an appointment.
7. Other:
Remaining spring meeting dates:
April 3rd at 2 pm in H142
May 1st at 2 pm in H142
*All meeting minutes can be found in the TADEC webpage, within Senate.
<http://www.triton.edu/about/administration/college-council/academic-senate/#tadec>

Meeting adjourned at 2:45 pm.
Respectfully submitted,
Pamela Harmon, Chair of TADEC

Pamela L Harmon

From: Humberto Espino
Sent: Wednesday, March 06, 2019 1:48 PM
To: ftfaculty; AdjunctList
Cc: etrcdl; helpdeskd; E Support; etrchelp
Subject: [Tech Alert] Blackboard System Maintenance -



In an effort to keep our Blackboard Learn Management system resources available for new courses, please take note of the following storage and course archive, maintenance.

Friday, March 29th starting at 1:30PM until Tuesday, April 2nd 4:00PM (CDT)



Courses affected:

- **Blackboard Production**
- **Occurred during spring 2015, summer 2015, & fall 2015 terms**
- **Includes student & faculty shell's record information**
- **Non-destructive removal process**

Please take this time to review your Blackboard shell-courses from spring 2015, summer 2015 and fall 2015, and contact me immediately at e-support@triton.edu if you have any questions or concerns. Please disregard this notice if you do not have courses in Blackboard within the stated timeframe.

Important note: The deletion process is a non-destructive routine and it will not impact other Blackboard courses. Student and Faculty Blackboard Portal access will not be affected.

Humberto Espino
Asst. V.P. Technology and Innovation
Triton College
2000 Fifth Avenue, -E210
River Grove, Illinois 60171
E: humbertoespino@triton.edu