

## INSIDE THE EDGE

*Tracking Technology:*  
*Vice Chancellor Patrick Perry's Column*..... 2

*Conference Calendar*..... 3

*Online Instruction & Student Support Services*  
*eConference: Call for Presentation Proposals*..... 3

*Faces of Technology - Karen Christopherson:*  
*Director of Computing Services/CISOA VP*  
*Providing a Voice for Small Colleges*..... 4

*2005 CISOA Conference*..... 5

*@ONE Carnegie Scholar Enjoys \$\$\$, Prestige:*  
*Guest Opinion by Tom Miner*..... 7

## CCC Confer Initiates Statewide Collaborative Effort

by Catherine Armas-Matsumoto,  
CCC Confer Marketing Services

One of the "Cs" in CCC Confer's name should surely stand for collaboration, as that is the essence of this systemwide e-conferencing project. In reality, the three Cs in the name refer to the California Community Colleges, to which this service is provided through a grant from the Chancellor's Office.

Collaboration is the key to what individuals and organizations experience when using this service. There have been more than 3,500 collaborations to date using CCC Confer's *Call Confer* and *Meet & Confer*. The project has just unveiled its newest service—*Office Hours*—which enables faculty and students to meet, collaborate and educate in real time using the phone and the Internet. "Faculty members have been particularly pleased that *Office Hours* is available for meeting with students; to date the most common uses have been group reviews and tutorial sessions," said Michelle Taramasco, CCC Confer's Client Services Manager.

In the works are two programs aimed at further enhancing collaborative opportuni-



ties throughout the system. The California Educational Technology Collaborative Ambassador Program is designed to increase awareness of the many valuable systemwide technology resources, and the *Modeling Effective Educational Technology (MEET)* Grant is intended to encourage CCC faculty members to utilize CCC Confer's e-conferencing technology to enhance student learning.

CCC Confer has taken the lead role in organizing the Ambassador Program for the 11 separate systemwide entities that comprise the Collaborative. CCC Confer's Donna Blanco is coordinating the program. The ambassadors—one from each of

>> see **CCC Confer**, page 6

## @ONE Carnegie Scholars Research Technology's Impact on Student Learning

by John Whitmer,  
@ONE Project Director

The @ONE Carnegie Scholars Program is a fellowship for California Community College faculty to conduct research on the impact of instructional technology on student learning in their own classrooms. Faculty members study the characteristics of their students, their own changes in pedagogical practices using technology and changes in student learning in technology-enhanced learning environments. In addition to creating original research on instructional technology, the @ONE



Carnegie Scholars and @ONE Project Director John Whitmer at the Academic Senate Fall Plenary Session. Left to Right: Romy Thiele, John Whitmer, Marina Brodskaya, and Letty Wong.

Carnegie Scholars Program strengthens the ability of faculty to conduct research and use technology in their teaching.

While this program is specific to faculty in California Community Colleges, it fits into a national context. The approach to research is based upon the Carnegie Scholars' program of the Carnegie Academy for the Scholarship of Teaching and Learning. The @ONE program is also an adaptation of a local project. In 2002, the San Jose Evergreen Community College District launched a Carnegie Scholars Program to study communication across the curriculum and Web-enhanced education. These programs provide the @ONE program with experienced scholars

>> see **@ONE**, page 6

TechEDge is published quarterly, with at least two additional special issues per year. It is distributed to distance educators, information systems officers, business leaders, the California legislature, and other interested parties. A current editorial calendar is available at [ccctechedge.com](http://ccctechedge.com).

Funded by a grant from the California Community Colleges Chancellor's Office and published by the California Community Colleges Technology Center, its purpose is to provide timely and relevant news about telecommunications and technology in California's 109 community colleges.

TechEDge welcomes relevant submissions and feedback, and we will gladly add you to our mailing list by request. Direct all correspondence to the TechEDge editor, Sandoval Chagoya, at:

[editor@ccctechedge.com](mailto:editor@ccctechedge.com)

**Correction:** In the 2004 Technology Awards Issue, mailed in October, Jim Petromilli's name was misspelled.

## Contributors:

Catherine Armas-Matsumoto  
Scott Balthazor  
Karen Christopherson  
Joseph Georges  
Linda Gibson  
Laura Gropen  
Phil Jones  
Catherine McKenzie  
Paul Meyers  
Bryan Miller  
Tom Miner  
Pat Pascale  
Patrick Perry  
Kevin Russell  
Sam Sakulsinghdusit  
John Whitmer

# Tracking Technology

Well, it's that time again... the California Legislature is back in session and open for business. At the California Community College Chancellor's Office much of the effort of the Technology, Research and Information Systems Division will be dedicated to creating the fiscal year 2005-06 budget, along with a number of technology-related efforts. Below is a summary of what is on the table in the 2005-06 budget for technology in the community colleges:

## Internet Access for CCC Centers Budget Change Proposal.

This proposal requests one-time startup and ongoing funds to allow all officially recognized California Community College centers to be connected to the existing K-20 statewide network provided by the Corporation for Educational Networking Initiatives in California (CENIC). Currently, college sites and district office sites are a part of the CENIC program whereby the Internet Service Provider and network traffic are paid for by Telecommunications and Technology Infrastructure Program funds. This Budget Change Proposal adds centers to the mix for inclusion and reimbursement via the CENIC network. This will allow local districts to free up local funds currently used to pay for network connectivity and usage at these locations. According to the language of this proposal, 52 centers would gain eligibility. These 52 sites account for more than 10% of all instructional activity in the California Community College system.

**CCCTran Budget Change Proposal.** The CCCTran proposal requests startup and ongoing funds to enable electronic transcript exchange for the California Community College system statewide. This would also enable the colleges to exchange electronic transcripts with CSU, UC and K-12 entities that are themselves enabled to send or receive electronic transcripts. The CCCTran project, which has been successfully piloted at a handful of colleges, will use a new nationwide transcript exchange standard using eXtended Markup Language (XML).

**Cal-PASS Budget Change Proposal.** The California Partnership for Achieving Student Success (Cal-PASS) has grown to include more than 500 signed agreements between CCC, CSU, UC and K-12 districts for the sharing of enrollment-level data. The shared data is used for instructional improvement and the alignment of curriculum. This proposal seeks to fund Cal-PASS permanently and expand its regional approach to collecting and sharing data for academic improvement purposes.



## Electronic Signatures Verification

**Process.** The California Community College system's common electronic Web application, CCCApply, currently requires students to verify residency by printing out a signature page, signing it, and returning it to each college they apply to. This inclusion of a "print and hand sign" process in an electronic application process works against the intended purpose and reduces the efficiency of the application. The Technology, Research and Information Systems Division will seek to clarify sections of both the Education Code and the

CCC Board of Governors regulations to enable an electronic signature process to replace the need to hand sign the residency verification. Note that this is not a mandate for a "digital signature," which by definition requires an outside verification entity. Instead we will be working toward using something akin to an account and password to act as security for the verification.

**Inclusion of California Community Colleges in the California Teleconnect Fund.** Currently, California Teleconnect Fund regulations allow for K-12 entities to receive significant discounts from telecommunications companies for their telecommunications needs, such as Internet connectivity and phone service. Both K-12 and the California Community Colleges are funded by Proposition 98 funds, so it is logical that the community colleges should be able to benefit from the discounts and dip into the reimbursement pool provided by the California Teleconnect Fund.

There are, of course, no guarantees that any of these proposals and initiatives will be enacted or approved, but this represents the budget and legislative agenda for the technology-related interests of the California Community Colleges for the 2005-06 fiscal year. Stay tuned as the budget and legislative session unfolds during the upcoming months.

Sincerely,

**Patrick Perry**

Vice Chancellor  
Technology, Research and Information Systems  
California Community Colleges Chancellor's Office



# Conference Calendar

## **ADEC Summit XVI-**

### **Connecting Leaders to Solutions**

San Jose, California **March 2-5, 2005**

Alliance for Distance Education in California  
<http://www.adec-cal.org>

## **8th Annual Innovations 2005**

New York, New York **March 6-9, 2005**

League for Innovation in the Community  
College <http://www.league.org>

## **CENIC Annual Conference**

Marina Del Rey, California **March 7-9, 2005**

Corporation for Education Network  
Initiatives in California <http://cenic.org>

## **EDUCAUSE & Internet2 Security Professionals Conference**

Washington, DC **April 3-5, 2004**

EDUCAUSE <http://www.educause.edu/sec05>

## **10th Annual TechEd Inter- national Conference & Expo**

Pasadena, California **April 4-6, 2005**

The Community College Foundation Events &  
Programs <http://www.techedevents.org>

## **CISOA Annual Conference**

Lake Tahoe, California **April 17-20, 2005**

CCC Chief Information Systems Officers  
Association <http://www.cisoa.org>

## **SecureIT Conference - 2005**

San Diego, California **April 19-22, 2005**

<http://www.secureitconf.com>

## **2005 Annual AIR Forum - Mission: Improve Higher Education**

San Diego, California **May 29 - June 1, 2005**

Association for Institutional Research  
<http://airweb.org>



**CALIFORNIA  
VIRTUAL CAMPUS**  
[www.cvc.edu](http://www.cvc.edu)

and **CCC Confer**

# Online Instruction & Student Support Services eConference: An eEvent for Faculty & Staff

eConference Dates: **April 4-15, 2005**

Attend the conference using a phone and an Internet connection from the comfort of your office to hundreds of faculty, administrators and student support personnel throughout the world. No trains, planes, traffic, security lines or expense account forms to deal with.

This fully online eConference environment includes:

- > Keynotes - two live webcasts with internationally known speakers
- > Break out sessions with associated discussion forums
- > An interactive conference community
- > Over 20 vendors related to online instruction

Presentation Tracks (best practices, strategies, research/evaluation and models):

- > Online Teaching and Learning
- > Online Student Support Services
- > Strategic Planning and Managing the Online Program
- > Accessibility Online
- > Technology for Online Instruction

Accepted presentations will be captured and archived using the services of CCC Confer, the California Community Colleges system's Web and phone-based collaboration service:

- > No special tools are required. It's as simple as using PowerPoint with a telephone.
- > Application sharing is also available for presentations.
- > Support and training will be available to presenters.

Timeline:

- > December 10, 2004 - Deadline for proposals
- > January 3, 2005 - Proposal reviewed, presenters notified
- > February-March 2005 - Presentations Archived
- > CVC/CCC Confer eConference, April 4-15, 2005

For more information see the Events Section of the CVC4 Home Page at: [www.cvc4.org](http://www.cvc4.org)

The eConference will be hosted at [econfer.cvc.edu](http://econfer.cvc.edu)

For additional information please contact:

Tammy Eberhardt, CVC4 Administrative Assistant  
[teberhar@cerrocoso.edu](mailto:teberhar@cerrocoso.edu)  
(760) 384-6239

# Faces of Technology

## Karen Christopherson: Director of Computing Services/CISOA VP and Conference Chair

### Providing a Voice for Small Colleges

As Director of Computing Services at Mendocino College in Ukiah, Karen Christopherson manages all administrative computing and telecommunication services for her college and district. Karen is also a leader in the realm of California Community College systemwide technology. She was recently elected Vice-President of the Board of Directors for the Chief Information Systems Officers Association (CISOA), and she is also the association's Conference Chair.

Karen has worked for Mendocino College since 1989. Until 1994, she was a Systems/Applications Analyst. She helped to install local area networks, and then utilized the networks by implementing and maintaining powerful applications, including financial aid software and all phases of the statewide Management Information Systems project.

In 1994, Karen became a director and she has continued the tradition of excellence she established as an analyst. She manages the district's computer services budget, related capital budgets and the budget of the Telecommunications Grant. Karen said her primary duty is to help faculty and staff and to keep e-mail and the network functioning to expectation. She is also the Chair of Mendocino College's Technology Committee, an advisory committee to the district, and in spring 2004 she installed the first telephone switch on campus.

Her involvement with systemwide technology in the California Community Colleges began with managing and implementing the Chancellor's Office Management Information System project. She attended statewide planning meetings and established a good rapport with staff at the Chancellor's Office. She also became a leader in the CCC Software Consortium and began her involvement with CISOA.

Karen has continued her involvement with systemwide technology and increased her responsibilities with CISOA. Mendocino College is a small college with an approximate enrollment of 2,500 students. Through leadership and advocacy, her goal is to provide a voice for the interests of the system's smaller campuses.

"At a small college the technology dollars available are very valuable," Karen said. "We do not have a large enrollment, so our funding is not significant to begin with. Yet, we need to offer our students and empower our faculty to deliver the same quality education as other colleges."

Some losses are felt more deeply than others. "When I saw the loss of dollars for technology training, I was so saddened," Karen said. "In large



districts or on large campuses, there may be other resources or funding that can be drawn on to meet technology training needs. There really is no replacement for lost technology training dollars at small colleges."

Karen acknowledged that the @ONE project and similar programs do help with training, but the lack of funding for training at the district level severely limits options. The same kind of struggle is present in attempting to meet Total Cost of Ownership funding standards. Total Cost of Ownership recognizes that technology demands training, support and updates to be an effective tool, and includes these costs as part of the total cost of owning technology.

"At a small college, funding is thin to begin with," Karen said. "So even when times are good, we're still digging out of the last hole."

"There is a disconnect between student demands and the reality of technology in the community colleges," Karen said. "There is a lot of pressure to provide services, and not a lot of resources to help faculty and staff keep the balance. CISOA helps as a focus, even when dollars are short."

Karen lauds the exemplary leadership of CISOA President Joseph Moreau, who has filled a vital role for the community colleges. CISOA keeps the CCC Chief Information Systems Officers throughout the state in contact and on topic for today's pressing technology issues.

For instance, CISOA has identified a future need for many big-ticket items for the colleges, including security, accessibility compliance products and spam/spyware. These big-ticket items will be essential for all campuses, even those in smaller districts with limited resources. "Spam has already moved from a nuisance to a force with the potential to cripple entire systems," Karen said.

Karen said she wants to ensure that the budget for California Community College's considers the interests of the smaller districts. She said she wants to avoid another problem like that of funding equalization and overcap growth, where the allocation methodology excluded small rural colleges from receiving any funding in those areas.

Karen said that the systemwide approach is a clear path to greater equity among the colleges. She applauds the efforts of Catherine McKenzie, Specialist,



**Mendocino  
College**

and Patrick Perry, TRIS Division Vice Chancellor, and the systemwide efforts. "It's working," Karen said. "I feel strongly that it's working."

As CISOA Conference Chair, Karen helps to shape the conference presentations, and she works with faculty, staff and vendors to provide a meaningful experience to those that attend.

This year's conference will be held at Granlibakken in Lake Tahoe.

Continuing the success of last year's conference, the Research & Planning group will be invited. Karen said there is a natural opportunity for collaboration between Research & Planning and Management Information Systems.

"There has been a shift in the traditional role of Management Information Systems and Academic Computing, a shift that has been evolving over the last five years," Karen said. "There is a challenge on campuses right now, on how to blend services and become more proficient. This is a bridge we need to cross. The theme of this year's conference, then, is "Bridge Over Troubled Water."

The shift is part of an overall evolution of technology in the community colleges. Karen said she has enjoyed contributing to the change. "It has been a satisfying revolution," she said. "It's great to be a part of it."

"We've evolved, too," she said, with a laugh, referring to MIS staff. "We're not just weird people behind a door anymore. We've evolved into a service organization, and our service is recognized as valuable. We help the colleges solve issues."

"And as the technology changes, my job changes. We'll be able to do more and offer more, and I'll be a part of that. It's fun."

Karen has a BS in Business Administration/Management Information Systems from California State University, Sacramento. Karen's husband, Wayne Knight, is a graphics arts lecturer at Humboldt State University.

For fun, Karen works on remodeling the home she lives in with her husband. Wayne bought the home as a cabin 25 years ago, and the cabin is in the process of a major modernization. "It's nice to have central heat and a washer and dryer in the house now," Karen said.

Karen also enjoys hiking and being involved in the community. She currently serves as a Board Member for the Mendocino Lake Credit Union and she was an Executive Board Member and General Manager for the Ukiah Light Opera Association.



From Left to Right: Lynn Noell, Monterey Peninsula College; Mimi Arvizu, Gavilan College; Karen Christopherson, Mendocino College, 2004 CISOA Program Chair; Ken Fiori, Santa Rosa Junior College; and David Bell (retired), Victor Valley College, 2004 CISOA Conference Chair, enjoy the 2004 CISOA Conference in San Diego, California.



# California Community Colleges



## Chief Information Systems Officers Association Conference 2005

CISOA is pleased to announce their annual conference will be held at the Lake Tahoe Granlibakken Conference Center, April 17-20th 2005! This year's theme will be "Bridge Over Troubled Waters" with a focus on how to bridge administrative and academic computing. The RP Group will be collaborating with us again this year. Last year we began to build the bridge between IT and RP and we look forward to continuing our dialogue.

If you have an interest in presenting at this year's conference, please complete the Presentation Proposal form available as a PDF download from [www.cisoa.org](http://www.cisoa.org). If you have any questions or need additional information please contact the Conference Chair, Karen Christopherson, [kchristo@mendocino.cc.ca.us](mailto:kchristo@mendocino.cc.ca.us), or the Program Chair, Joe Moreau, [jmoreau@miracosta.edu](mailto:jmoreau@miracosta.edu).

When: April 17, 2005 - April 20, 2005

Where: Granlibakken Conference Center  
<http://www.granlibakken.com/index.php>

Hotel Rate:	Single Occupancy	Double Occupancy
	3 Days \$650	3 Days \$500
	2 Days \$450	2 Days \$350
	1 Day \$275	1 Day \$200

Includes all meals for the days the attendee participates. Spouse/guest rates are 3 days for \$180, 2 days for \$120.

Vendors: Vendors interested in exhibiting at the 2005 conference should contact O.J. Sutherland, [oj@execevents.com](mailto:oj@execevents.com), or Sher Sutherland, [sher@execevents.com](mailto:sher@execevents.com), at Executive Events, [www.execevents.com](http://www.execevents.com), to reserve space. Be sure to act fast as exhibit space is limited and going fast.

We look forward to seeing you in Lake Tahoe!

Keep an eye out for registration materials at [www.cisoa.org](http://www.cisoa.org).

**"Faces of Technology" is a regular feature of TechEDge newsletter. Each issue it will highlight an individual making contributions to technology in the California Community Colleges.**

## CCC Confer *Continued from page 1 >>*

the 109 California Community College campuses—will be responsible for a number of duties, including conducting presentations and implementing surveys. In return, each Ambassador will receive an annual stipend. “We’re looking for excellent communicators and proactive leaders who are comfortable with technology and who have existing relationships with faculty, Academic Senate, IT members and other strategic departments,” Blanco said.

The newest collaborative initiative at CCC Confer is the MEET Grant, an opportunity for faculty to receive a moderate stipend to develop reusable online course content using CCC Confer. Grant applications are available through the CCC Confer website. Winners will be announced December 17. Grant recipients will be required to attend a retreat to refine their proposals. More than 70 CCC

faculty members attended the Webinar hosted by Blaine Morrow, CCC Confer Project Director, on Tuesday, November 16. Faculty who are interested in applying for the grant but did not have the opportunity to attend can access the MEET Grant Webinar Archive.

With CCC Confer’s ongoing focus of supporting collaborative efforts using e-conferencing technology, expect to see new and creative ways to incorporate the service in a variety of departments and areas throughout the system.

*To keep up with the latest news on CCC Confer, or obtain more information, log on to [www.cccconfer.org](http://www.cccconfer.org).*

*To access the MEET Grant Webinar Archive, go to [www.cccconfer.org/archives/archives.html](http://www.cccconfer.org/archives/archives.html).*

### You’re Invited...

**California Virtual Campus and CCC Confer cordially invite you to attend “Online Learning: What Research Suggests for Student Access,” presented by Rosemarie Menager-Beeley from Foothill College.**

**The presentation will be delivered via CCC Confer on January 19, 2005 from 2:00-3:00 pm.**

**For more information visit the “Announcements” section at [pdc.cvc.edu](http://pdc.cvc.edu).**

## @ONE *Continued from page 1 >>*

who can offer training and guidance, print resources and an appropriate model for conducting research.

During 2003-2004, @ONE selected six faculty members to conduct research. These scholars were supported through a retreat, research support and virtual meetings. Scholars also receive a stipend upon successful completion of their research monograph. In fall 2004, the scholars presented their preliminary findings at the Faculty Association of California Community Colleges and the Academic Senate Fall Plenary Session conferences. Their research will also be compiled into a final report that will be made available throughout the system.



Students participate in the Carnegie Scholars Program

### — 2003-2004 @ONE Carnegie Scholars —



#### Dave Evans, Pasadena College, Online Student Retention

Dave Evans studied administrative factors that could impact retention of students in online and/or hybrid courses. The research took a student’s point of view and only considered factors that could be changed by the administration or an instructor. His research indicated that students in online courses did not experience significant administrative barriers to participating in online courses, and 87% would recommend online courses to a friend.



#### Michael Yeong, Los Medanos College, Integration of Technology into a Developmental Reading, Writing, and Critical Thinking Course

Michael Yeong studied the effect of using technology as part of course work, including creating PowerPoint slides for character analysis and designing a character analysis map. The goal of the research was to determine whether providing a technology interface would enable students to move beyond literal interpretations of literature to grasp symbolic and figurative meaning.



#### Letty Wong, DeAnza College, Using Calibrated Peer Review and Proboards in an English as a Second Language Writing Class

Letty Wong studied the use of two Internet-based instructional tools to help English as a Second Language students improve their writing skills. She concluded that both tools made a positive impact on students by expanding their writing ideas, their understanding of how to give feedback, and integrating feedback into rewriting paragraphs. The tools also had the benefit of increasing comfort levels with technology and building basic technology skills.

# @ONE Carnegie Scholar Enjoys \$\$\$, Prestige; Thanks Colleagues

## Guest Opinion by Tom Miner, English Professor, Sacramento City College

*Carnegie Scholar*—doesn't that sound impressive? Imagine a mere community college instructor as a "scholar," conducting original research in the classroom, and combine that with the well-known *Carnegie Foundation*—imagine the prestige! Imagine the money!

Really though, participating in the Carnegie Scholars Program was far and away the highlight of my professional life this past year. During our initial session at the Jesuit Retreat Center near Stanford, the six scholars from throughout California met to present their projects to one another and to the @ONE staff, resulting in the formation of a "mutual help society" that we maintained through the coming months. Then, as we set off to explore our individual "burning questions" about enhancing student learning through using technology, we continued to support one another through frequent computer conferences, e-mails and telephone calls.

Meanwhile, our @ONE colleagues kept us on track with encouragement and gentle prodding, providing their expertise in conducting research, always

with the emphasis on producing results that might be usable by others. By working together, we were able to overcome the challenges of refining our research questions, collecting accurate data and deriving valid conclusions about how to improve our teaching. Speaking for myself, I suspect that without my team's help and encouragement, I might have given up and not completed my project, especially when I discovered that some the data didn't support my original hypothesis! However, we persevered, completed our projects and eventually presented our findings at various conferences this fall.

Imagine how I felt standing before an audience in the Manhattan Beach Marriott, clicking through a PowerPoint presentation of my project, complete with bar graphs and statistics—a *Carnegie Scholar*! Thank you, @ONE!

*Tom Miner teaches composition, literature and creative writing at Sacramento City College. He also teaches Online English 300. For more information about his research, see the article below.*



### Romy Thiele & Marina Brodskaya, Cañada College, Learning Community Impact on English as a Second Language Students in Combined Classes

Romy Thiele & Marina Brodskaya worked together to investigate whether creating a learning community in a combined English as a Second Language/computer application courses would strengthen academic and workplace success for students with limited English. Their findings showed that the learning community, which emphasized intensive computer use, had several levels of impact. Students who participated in their learning community were more likely to take non-English as a Second Language computer courses or transfer courses, whereas those who had not participated remained in English as a Second Language courses. The learning community also had a dramatic impact on student performance, raising levels of passing scores from 25% to more than 90% in an English as a Second Language/Microsoft Word class.



### Tom Miner, Sacramento City College, Online vs. Traditional Discussion Boards in an English Composition Class

Tom Miner conducted research to determine if student-moderated discussion boards were more effective than traditional, instructor-moderated discussion boards in an online English composition class. His research indicated that student-moderated discussion boards had a substantial positive impact on student learning, including increasing the quality and word count of student posts, increasing student participation and improving students' comfort level in the online environment.

## Selecting a New Cohort for 2005-2006

@ONE is currently creating applications for a new cohort of scholars for the 2005-2006 academic year. The second year of this program will build on past successes and include improvements based upon participant feedback. For example, @ONE will provide a second retreat during the January intersession to help scholars refine their research results and begin writing their monographs. The program will also increase the emphasis on peer-learning and technology skills building.

If you or someone you know is interested in applying, please contact John Whitmer at [john.whitmer@evc.edu](mailto:john.whitmer@evc.edu) or (408)223-6788.

*More information about @ONE's Carnegie Scholars Program is available at <http://one.evc.edu>.*

## @ONE 2005 Winter Institute: Technology Training for Faculty and Staff

### Northern California - Las Positas College in Livermore - January 5-7

**Workshop I: Excel for Administration Tasks** Increase your skills with Microsoft Excel so that you can more effectively analyze data, create charts and graphs and import data into Word and PowerPoint to present your data.

**Workshop II: Mastering Digital Photography** Find out how to take crisp, clear photos, alter them in Adobe Photoshop, and use your images in Web sites, PowerPoint presentations, Word documents and handouts.

**Workshop III: Creating Instructional Web sites** Discover how to build a Web site using FrontPage to support and enhance classroom instruction, including how to design an effective site and what online communication tools to include.

**Workshop IV: Implementing and Administering Security in a Microsoft Windows Server 2003 Environment** (Microsoft Course 2823) Improve network security by learning how to manage certificates, server and client baselines, wireless networks and remote access.

### Southern California - MiraCosta College in Oceanside - January 12-14

**Workshop I: Introduction to Computers & Microsoft Office for Educators** Increase your confidence with Windows-based computers and master fundamental skills in Microsoft Word, Excel and PowerPoint that are useful for teaching.

**Workshop II: Web Enhanced Teaching with Blackboard\*** Learn how to use Blackboard for a face-to-face course, including course management tools such as discussion boards, and how to post items like your syllabus, assignments and grades online.

**Workshop III: Web Enhanced Teaching with WebCT\*** Learn how to use WebCT for a face-to-face course, including course management tools such as discussion boards, and how to post items like your syllabus, assignments and grades online.

**Workshop IV: Managing Cisco Security in College Campus Networks** Learn the latest techniques to secure today's TCP/IP networks using Cisco routers and switches that run the Cisco IOS.

**Workshop V: Upgrading to Microsoft Exchange Server 2003** (Microsoft Course 2009) Gain the skills to support a reliable and secure infrastructure for creating, storing, and sharing information, including managing client access, backing up and restoring and migrating users.

\* workshops offered in collaboration with the California Virtual Campus

Workshops cost \$50, including meals and materials. Register online at <http://one.evc.edu>.

@ONE is sponsored by the Chancellor's Office of the California Community Colleges.