

Information Systems and Instructional Technology Committee

MINUTES

Date: 02/07/11

Time: 2:30 p.m. to 4:00 p.m.

Attendees: **Co-Chairs:** B. Moseley **Reps:** J. Ahl, T. Bohan, J. Carpenter, L. Carter, G. Cluff, T. Coston, H. Eydgahi, J. Hart, S. Hill, D. Jorgensen, E. Miller, M. Oliver, I Stierle, N. Strobel, K. Rabe, K. Russell **Ex-Officio Member:** D. Barnett, T. Coston
Recorder: C. Sifuentes

Absent: A. Chiang, C. Collier, A. Geiser, T. Lovelace, W. Sims, M. Richie, L. Schiers, T. Tompson

1. **Review and approval of minutes:** The meeting opened at 2:35 p.m. The minutes for December were approved.
2. **Review action items:**

Action: Bonnie will ask why Cerro Coso College's Director of Information Technology position was advertised as permanent. The position was intended to be a permanent position.
3. **Additions to agenda:** None.
4. **Campus updates:** A faculty member is having problems receiving email from a former student. The email is getting trapped by "Barracuda." The student is using a "Road Runner" email address. Our email filter (Barracuda) is stopping the email from coming through because similar to Bakersfield College (BC) those with "Road Runner" email addresses have spammed many others. The email address should be sent to sysadmin@kccd.edu so that it may be white listed. If you would like to sign up for more aggressive email filtering you may also send an email to sysadmin@kccd.edu indicating this.
5. **District updates:** Banner 8.3 will probably be going live March 28th.

Some changes have been made to the Helpdesk phone tree in order to expedite service. Response times to calls made to the Helpdesk are now below one minute. The software used to track Helpdesk work orders will be changed to a software

package titled “Parature.” Phase Two of the Helpdesk implementation is slated for June 2011. This may be delayed. If you have problems with technology even in an instructional situation please call the Helpdesk. All student questions regarding Moodle should be referred to the Helpdesk, not Tracy Lovelace.

6. **Luminis:** Luminis load testing last week was successful. There is continued load testing on the back-end of self-service Banner because of some “slowdowns” that occurred during registration. Luminis will probably be launched at the end of the spring semester.
7. **Distance Education Task Force (DETF):** The DETF has not met yet. The Distance Education Plan is in a very rough form. The task force hopes to meet in the near future to review the rough draft. It is hoped that a rough draft of the document will be out to the ISIT Committee for review prior to our next meeting.
8. **ISIT Unit Plans:** The summary and ranking of the ISIT Unit Plans were distributed to the ISIT Committee for review prior to the meeting today. Greg Chamberlain will make the final decision as to what will receive funding. The list probably totals more than the funding Greg has available.

There were a few questions asked about cost estimates, where new equipment would be placed and a WIFI item that did not make the list.

It was pointed out that the only items to make the list of recommended purchases were items that were labeled “mission critical.” Information Services and Media Services do not have a budget line for new technology (budgets were cut last year). If items that are truly needed did not make the recommended purchase list, departments were encouraged to try to find another source of funds.

The ISIT Unit Plan form will probably go through a revision for next year. It was suggested that a rationale/narrative box be added. Discussion was held about whether a rubric should be in place to assist in prioritizing the equipment requests. The conclusion was that the group was not sure whether a rubric could be created to address all requests. It was also suggested that departments that had their plans in by the due date be given priority over those that were turned in late.

9. **Good of the order:**

The meeting adjourned at 3:13 p.m.