

Information Systems and Instructional Technology Committee

MINUTES

Date: 04/04/11

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

Attendees: **Co-Chairs:** B. Moseley B. Suderman **Reps:** J. Ahl, J. Carpenter, L. Carter, A. Chiang, G. Cluff, H. Eydgahi, J. Hart, T. Lovelace, E. Miller, M. Oliver, W. Sims, I. Stierle, N. Strobel, K. Rabe, K. Russell **Ex-Officio Member:** D. Barnett, T. Coston
Recorder: C. Sifuentes
Absent: T. Bohan, C. Collier, A. Geiser, D. Jorgensen, X. Lopez, M. Richie, L. Schiers

1. **Review and approval of minutes:** The meeting opened at 2:32 p.m. The minutes for February were approved.
2. **Review action items:** No action items to be reviewed.
3. **Additions to agenda:** None.
4. **Campus updates:** The summary and ranking of the ISIT Unit Plans were presented to the President. He approved all the items on the first page that were categorized “mission critical”. The SE7 lab and B2 lab were also able to be upgraded because of “aggressive pricing” from Dell.

Todd and Kristin will be developing a rubric for evaluation of next year’s ISIT Unit Plan forms and will be revising the ISIT Unit Plan form. There was a problem this year with plans being submitted late (“way late”). The committee discussed including a way to penalize late plans using the rubric to be developed.

Action: Kristin and Todd will be presenting the revised ISIT Unit Plan form and the ISIT Unit Plan form rubric at the May ISIT meeting.

Action: Please notify Media Services of any moves, changes or cleanings that may be need to done during the break. You may do this by accessing the following online form:

<http://www.bakersfieldcollege.edu/employee/forms/msworkrequest.asp>

5. **District updates:** The Information Technology Assessment (reorganization) has been sent to CSEA for review and bargaining of suggested changes to job descriptions.

Bonnie and Tracy will be meeting tomorrow with David Palinsky regarding Moodle helpdesk items. It's an informational meeting for both parties involved.

The topic of waitlisted students being rolled into Moodle is being discussed in our Academic Senate and by the three Vice Presidents of each college. All three campuses will be expected to come to a consensus on this topic.

6. **Luminis:** Luminis will be launched mid-May, the week after the spring semester ends (May 16th). Training will be provided for the Course Studio feature of Luminis that same week and during flex week in August. There will be two training dates during the week in May that will be lead by a Sungard instructor.

Instructors should **not** build courses for summer or fall in the current version of Luminis. The information will not be able to be transferred to the version of Luminis to be launched after the end of the semester. Instructors are encouraged to go in and "play" in the current version of Luminis though. They may do this by going to inside.bakersfieldcollege.edu.

7. **Proctor Policy:** The state is requiring that we have a campus proctor policy. The policy needs to be readily available to students and faculty. A proctor policy (posted in the ISIT public folder) from a previous online faculty handbook was circulated to the committee members for review. The "Examination Request Form" associated with the proctor policy may be found online on the Distance Education website under online classes. Once finalized the proctor policy will be included in the online faculty handbook and on the Distance Learning website. The bottom portion of the policy "Faculty Responsibilities" and "Providing Personal Information to Students" is new. Discussion ensued regarding the topic "Providing Personal Information to Students" and its implications.

Action: Members to circulate proctoring policy document to their department for feedback. Any suggested changes should be emailed to Bonnie Suderman.

8. **Distance Education Task Force Update:** A rough draft of the Distance Education Plan (posted in the ISIT public folder) was distributed to the committee. The task force needs to meet to continue work on the rough draft. The group may also meet during the summer. Concern was raised that perhaps distance education courses were going to be targeted for reduction because of low retention rates.

Action: The Distance Education Task Force consisting of Leah Carter, John Hart, Kristin Rabe, Kathleen Loomis-Tubbesing, Tracy Lovelace,

Todd Coston, Dave Barnett, Bill Moseley and Bonnie Suderman will meet before the next ISIT meeting.

9. Good of the order:

The meeting adjourned at 3:30 p.m.