

# Information Systems and Instructional Technology Committee

## MINUTES

**Date:** 05/02/11

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

**Attendees:** **Co-Chairs:** B. Moseley B. Suderman **Reps:** J. Ahl, T. Bohan, L. Carter, G. Cluff, H. Eydgahi, J. Hart, D. Jorgensen, T. Lovelace, E. Miller, I. Stierle, N. Strobel, K. Rabe, M. Richie, K. Russell **Ex-Officio Member:** D. Barnett, T. Coston

**Recorder:** C. Sifuentes

**Absent:** J. Carpenter, A. Chiang, C. Collier, A. Geiser, X. Lopez, M. Oliver, W. Sims, L. Schiers

1. **Review and approval of minutes:** The meeting opened at 2:34 p.m. The minutes for April were approved.
2. **Review action items:** All action items were completed. Some will be addressed in today's agenda.
3. **Additions to agenda:** None.
4. **Campus updates:** Please be sure to notify Information Services of any software installations that you need completed by the fall semester. This notification should occur prior to faculty departing for the summer.

**Action: Todd will review what is lab information (software available in each lab) is currently on the Information Services website and send an email out to the BC Faculty listserv informing faculty where to find this information.**

Instructional equipment approved by the President has been purchased and is beginning to arrive. A list of this equipment may be found in the ISIT public folder.

Bonnie distributed and then reviewed the Bakersfield College Distance Education Attendance and Non-Participation Policy with the committee. The Extended Learning Subcommittee developed this policy due to new federal regulations and guidelines. Students are registering for online courses in order to receive financial aid and then not participating in the course. This policy is being created

in an effort to stop these activities. For additional details please see the policy posted in the ISIT public folder.

**Action: Members should have their departments review the policy and let Bonnie or their Academic Senate representatives know of any questions or concerns they may have about it.**

5. **District updates:** None.
6. **Luminis:** Luminis will be launched mid-May, the week after the spring semester ends (May 16<sup>th</sup>). 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 led by a Sungard instructor. There will also be Course Studio training offered during Staff Development Week in August.

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](http://inside.bakersfieldcollege.edu).

Those who use the Moodle course management system will be moving their courses to Luminis this summer.

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

7. **ISIT Unit Plan Form:** Todd and Kristin presented a revised draft of the ISIT Unit Plan Form which will be incorporated into the Annual Program Review form that will be developed this summer.

**Action: Todd and Kristin will have a rubric for the ISIT Unit Plan Form to share with the ISIT Committee at their September meeting.**

8. **Recommendations for Online Support:** The Distance Education Task Force presented two recommendations to the ISIT Committee.

The first recommendation is to hire a Faculty Director of Extended Learning Technologies. “Under the direction of the Dean of LRIT, the Faculty Director for instructional Technology will demonstrate leadership, innovation, and collaboration in working with administration, departments, faculty, staff, and students to promote online learning and teaching as well as effective teaching practice using technology; support the development of online courses; coordinate technical training and provide instructional and pedagogical support to faculty

teaching online, hybrid, interactive and technology-enhanced on-site classes; and provide leadership for innovation in web-based teaching and learning.” For more information about the proposed position please see full proposed job description in the ISIT public folder.

The second recommendation is to provide more targeted student support for online students. It is suggested that we do this by developing a student signal alert system that will inform the students if they are in danger of failing the course and that will encourage them to contact their instructor. It was also suggested that an online student orientation system be developed. For more details on both of these suggestions please see the Student Support handout in the ISIT public folder.

**Action: Members should circulate both these documents to their department members for review and feedback.**

9. **Good of the order:**

The meeting adjourned at 3:29 p.m.