

Information Systems and Instructional Technology Committee

Unapproved Minutes

September 12th, 2011

2:30 – 4:00 p.m.

Collins Center Conference Room

Attendees: Judy Ahl, Leah Carter, Amber Chiang, Greg Cluff, Cindy Collier, Todd Coston (ex-officio), Manuel Fernandez, Tracy Lovelace, Bill Moseley (co-chair), Nick Strobel, Kristin Rabe and Kirk Russell.

Absentees: David Barnett (ex-officio), Tim Bohan, John Carpenter, Hamid Eydgahi, Adie Geiser, Ed Ham, John Hart, Gayle Richardson, Isabel Stierle, Bonnie Suderman (co-chair), Margaret Richie and LaMont Schiers.

Recorder: Candice Sifuentes

1) Introductions

The meeting opened at 2:35 p.m. Introductions were made around the table.

2) Review and Approval of Minutes

The minutes for May were approved.

3) Review of Action Items

Action Item: Todd will review what 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. The website is now updated. Todd will send out link to the faculty listserv.

Action Item: Members should have their departments review the BC Distance Education Attendance and Non-Participation Policy and let Bonnie or their Academic Senate representatives know of any questions or concerns they may have. This has been discussed by the Academic Senate.

Action Item: Todd and Kristin will have a rubric for the ISIT Unit Plan Form to share with the ISIT Committee at their September meeting. Completed and will be discussed under agenda item nine.

Action Item: Members should circulate both the Faculty Director of Extended Learning Technologies job description and the Student Support handout for review and feedback.

The faculty director position went forward to administration and we have not had feedback from them. The student support issue is still a problem and will probably come up at a later ISIT meeting. A smoother path than what currently exists is need for students from the time they register and when they access Moodle.

4) Additions to Agenda

None.

5) Campus Updates

Kristin distributed fliers on EduStream and on CCCConfer which are free resources to California Community Colleges. Both fliers may be found in the “document” subfolder of the ISIT public folder.

Media Services has updated a number of classrooms this summer so that they may connect them with their global viewer software. This software will enable Media Services to trouble shoot problems in the classroom remotely.

Over 300 computers in labs have been updated this past summer. Some Delano labs were included in this number.

The IT Director position has been posted. They are getting ready to begin interviews. We may have a permanent IT Director around the beginning of October.

6) District Updates

David Barnett, Charley Chiang and Marco Galvez were acknowledged for their hard work on Luminis.

7) Luminis

Luminis officially launched on May 16th. There was one day of training for Luminis shortly after the launch that was well attended. There were also two days of Luminis training during Staff Development Week. There is a Luminis training video online on the Luminis login page for viewing.

David is now working with departments to get their website content into Luminis. Whether or not a department gets a channel or a Luminis group is dependent upon what the content is and how widely it is used. It was pointed out that students can now go into Luminis and order their books for their classes.

8) ISIT Charge

The ISIT Charge was reviewed (a copy of this may be found in the “documents” subfolder of the ISIT public folder). It was pointed out that we “recommend” (not decide) technology policy and procedure to the President and Academic Senate. Software and hardware standards are determined and monitored in “strong” collaboration with the District. Allocation of technology resources is usually done in a subcommittee of the ISIT Committee and it is usually used computers. ISIT is involved in the management of technology in conjunction with Information Services and Media Services. Perhaps the most important of the committee charges is number six, which gives departments/groups a voice to the Academic Senate, College Council and District on technology matters. It was pointed out that since half of the committee was absent, the charge will probably get reviewed at the next meeting as well.

Committee reports will now be given three times a year that will go to the College Council and the President’s Cabinet. The first report will consist of the ISIT Committee’s goals. The first report is due Friday, September 30th.

Action Item: Committee members should go back to their departments to determine if there are any topics that they would like the ISIT Committee to address as a goal in their first report to College Council. Members should then get this information back to Bill no later than Friday, September 23rd.

Action Item: Bill will work on the first ISIT committee report and send it out via email for the membership to review before the report is submitted to the College Council.

9) ISIT Annual Program Review Form

Todd distributed a handout of the ISIT Annual Program Review form to the committee (this may also be found in the “documents” subfolder of the ISIT public folder). It was pointed out that this document was sent out to the ISIT Committee at an earlier date for review and feedback. Changes were made to the form based on the feedback provided from the group. This form will be a “part” of the Annual Program Review form. A similar form was created for Maintenance and Operations requests without the rubric component.

The sections of the ISIT Annual Program Review Form (Instructions, General Info and Priority) were touched upon during the discussion. Departments should make sure that the item they want the most is “priority 1” and so on.

Last May Todd and Kristin were charged with developing a rubric for this form to assist in

prioritizing requests. This part of the form may be found on the priority tabs. Numbers 12 through 21 consists of a series of questions that the user of the form must answer. Points are assigned to the questions based on the answer that is given. The total points will assist the reviewers of these forms in prioritizing requests. It was pointed out that this is not an “absolute” for determining priority. The group was asked specifically whether question number 18 should remain on the form. Discussion ensued around this question with the committee ultimately deciding that the question should remain with the caveat that the form be reviewed with the submitting department if further clarification is needed.

10) Good of the Order

The meeting adjourned at 3:22 p.m.