Information Systems and Instructional Technology Committee
Unapproved Minutes
September 10, 2012
2:30 – 4:00 p.m.
Collins Center Conference Room

Attendees: Judy Ahl, Andrew Baker, Leah Carter, Amber Chiang, Greg Cluff, Todd Coston, Matthew Garrett, Steven Lytle, Harold Mendoza, Bill Moseley, David Neville, Kristin Rabe, Kirk Russell, Nick Strobel (co-chair), Christian Zoller.

Absentees: Tim Bohan, Hamid Eydgahi (co-chair), Manuel Fernandez, Mark Staller.

Recorder: Kirk Russell

1. Introduction of committee members.
2. The committee reviewed the ISIT Committee charge with no suggested changes.
3. Minutes of the April 9th meeting were reviewed and approved without corrections.
4. Nick indicated that his ISIT reports to the Academic Senate can be found at www2.bakersfieldcollege.edu/nstrobel/isit
5. No additions to the agenda.
6. Campus updates:
    a. **Media Services**: Kirstin reported that over the summer Media Services made a number of VHS to DVD copies since Media Services is no longer supporting VHS format. M.S. is unable to offer closed captioning services due to lack of funds. M.S. and I.S. have developed an Innovative Technology policy. This policy outlines how new technologies can be tested and introduced on campus. It has yet to be approved by the ISIT Committee. Kristin will send it out in advance of the October meeting and it will be discussed at that meeting.
    b. **I.T.:** Todd suggested that on future agendas the two items, Campus updates and District updates, be combined to just one item: Campus/District updates.
        i. **Scheduled Downtime**: Todd reviewed the scheduled downtime dates for 2012-13. These dates are approved district-wide before being distributed. Downtime allows the district and campuses time to take servers down for necessary maintenance.
        ii. **Moodle**: Many of the Moodle problems from version 1.9 have been resolved in the current version, 2.x. Though it is not being used district-wide yet, Bill Moseley and Leah Carter have been beta-testing the new version. They report quite a few usability enhancements, though there are still a few kinks that need to be worked out. The new version has better browser compatibility and is more user-friendly. The go-live date is still not set. The beta-testing may be expanded to a pilot program during spring semester 2013.

iii. **Student ID cards**: Kern Schools Federal Credit Union doesn't want to be involved in financial aid disbursement, nor in producing KCCD ID cards anymore and when their current contract expires in about one year the campus will have to move to a new ID card provider. At present, it appears that Sally Mae will take over the financial aid disbursement portion, but that will not include producing ID cards. ID cards will probably now be produced in-house and will be used for ID, library, and pay-for-print, but will not be used for disbursing financial aid.

iv. **Stadium concessions**: The network wiring in the stadium is currently being upgraded/installed to allow concessions areas and box offices to be connected to an automated system that will better track cash flow for improved fiscal control.

v. **New employees**: Human Resources has begun organizing training for new employees on how to use Outlook, public folders, voicemail, and insideBC. In the future the training will also include BanWeb.

vi. **Reorganization**: Distance Learning and Media Services now report to Todd Coston.

vii. **BC_ADJUNCT listserv**: I.T. has created a new listserv for all campus adjunct faculty that pulls email addresses from Banner. The list can be updated as often as necessary to keep addresses current. There are still some departments that maintain their own "nested" lists of just their adjuncts, but these will not be maintained by I.T.

viii. **Hub printers**: Large volume print jobs should be sent to the Graphics Department, but many are being sent to regional hub printers. Departments pay for jobs sent to Graphics, while I.T. pays for hub printers. In order for I.T. to recoup expenses for the large jobs sent to hub printers, beginning spring 2013 departments will be required to enter a department code when using a hub printer. I.T. will be responsible for configuring the printers to accept the department codes.

7. **ISIT Goals**: The committee must submit a college-wide report in October and April each year to updated progress on committee goals. The committee reviewed the status of current goals. Of those goals, most will continue into next year for further work or monitoring, with the exception of goal #6 which addresses missing Moodle functionalities. That's being resolved now with Moodle 2.x beta testing. Goal #10 will also be removed not due to completion but because it will be too difficult to resolve in the current financial environment. Goal #9 should be resolved by the October ISIT meeting. A new goal will be added to create a best practices checklist for faculty teaching online courses.

8. **Accreditation Team Visit**: Nick asked for volunteers to be available to the Accreditation Team during their visit in October. It was decided a regular ISIT Committee meeting wouldn't be convened then, but a subgroup of ISIT will be available to team members to answer questions regarding the work of the ISIT committee. Volunteers were Todd Coston, Kirk Russell, Leah Carter and Nick Strobel.

9. **Meeting adjourned at 3:59 p.m.**