

Information Systems and Instructional Technology Committee
Minutes – Approved at Nov 5, 2012 meeting
October 1, 2012
2:30 – 4:00 p.m.
Collins Center Conference Room

Attendees: Tim Bohan, Andrew Baker, Leah Carter, Amber Chiang, Todd Coston, Steven Lytle, David Neville, Kristin Rabe, Kirk Russell, Nick Strobel (co-chair), Hamid Eydgahi (co-chair), Tracy Lovelace

Absentees: Manuel Fernandez, Mark Staller, Harold Mendoza, Judy Ahl, Greg Cluff, Matthew Garrett, David Neville, Christian Zoller

Review and approval of Minutes

The minutes for September were approved

On call for accreditation

ISIT members available for the accreditation visit include Todd Coston, Kirk Russell, Leah Carter, Kristin Rabe, and Nick Strobel. The available time had to be adjusted to accommodate the Accreditation Visiting Team's first open forum on Tuesday from 1 to 2 PM. The ISIT team can meet with the Accreditation visiting team on Tuesday, October 23rd from 11 AM to 1 PM

Technology solution for posting campus meeting notes

A single technology solution for posting campus meeting notes and materials needs to be used by all committees instead of the hodgepodge now being used (some use public folders in Exchange, some use SharePoint, some use websites, some don't post anything, etc.). The problem with using public folders in Exchange is that student representatives on participatory committees do not have access to them (other quirks with public folders could be overcome with training). ISIT approved a plan developed by the district web administrator, David Barnett, which uses the content management system. ISIT looked at a sketch of a template developed by Barnett and approved developing it further. Inputting committee documents and information into the content management system will enable us to pull information into the InsideBC portal or to the BC website as needed. An example of the use of the content management system is the staff development website—brief information appears in the InsideBC portal with links to more information on the staff development website. Committee documents in the content management system need to be sortable in alphabetical order and chronological order. Future versions might enable the contents of the documents to be searchable.

AIP #2, bullet #4 “Development of additional pedagogical training and support for online faculty.”

Development of additional pedagogical training and support for online faculty is one of the items in the accreditation, Actionable Improvement Plan #2. ISIT discussed ways to address this item of AIP #2: use of the inexpensive short technology training courses and other resources at @ONE, developing a BC "Best Practices for Online Teaching at BC" checklist, student self-screening survey for them to check their readiness to take an online course, creation of an "Introduction to Moodle" class for online students, hiring a faculty director of extended learning (since the administration position in charge of extended learning was removed and duties farmed out to others with full plates already), re-start the Moodle discussion site for online instructors, and creation of training in specific Moodle tools that can be viewed by faculty at any time.

"The Best Practices for Online Teaching at BC" is one of the ISIT goals and a taskforce will use San Diego Community College District's checklist as a starting point in developing the one for BC. A taskforce formed last spring consisting of Tracy Lovelace, Jason Dixon, David Moton, Leah Carter, Bill Moseley, and Phil Whitney but work stopped when the LRIT dean position was removed. We'll re-start the taskforce this fall.

Technology requests from APR

There were 29 requests from departments with seven coming in after the APR deadline. We looked at tabulation of the requests without making any recommendations yet. Outside of Information Services and Media Services, there are 25 requests with identified costs totaling \$348,441 and \$140,484 of that coming from sources that still need to be identified. Some departments still are not consulting with Information Services/Media Services on actual costs of their requested technology. Information Services/Media Services identified \$585,000 in technology costs in their APR with \$500,000 of that to replace computer labs on a three-five year cycle and \$60,000 needed for ongoing maintenance and upgrades of our network infrastructure.

Meeting Adjourned - 3:56