**ISIT Committee**

May 2, 2016

3:30-5:00pm Lev 40

Attendees: Todd Coston (co-chair), Pam Boyles, Vanessa Bell, Judy L. Ahl, Kirk Russell, Cindy Hubble, John Giertz, Gabi Martin, Sarah Villasenor, Greg Cluff, Bill Moseley, Kristin Rabe, Leah Carter, Richard Marquez (Co-chair), Jenny Peters, Stephen Waller, Erin Miller

Note taker: Sarah Villasenor

**Meeting called to order at 3:30pm**

**Agenda**

1. Approval of Minutes April 4th meeting: Minutes were approved
2. Canvas/Portal Update -
3. Canvas- District has appointed Michelle Bresso as Canvas lead subsequent to approval by Senate. The OEI was not ratified, but signed by Tom Burke as it was below the threshold for ratification requirement. Tracy Loveless and Matt Jones will continue to provide training and are working on training videos. Summer will be a limited pilot and the pilot will be scaled up by Fall 16. The full launch is expected to be implemented by Spring 17. Faculty will continue to be encouraged to migrate from Moodle to Canvas. If anyone sees the need for additional training, email Matt Jones, Bill Moseley, and Tracy Loveless to ensure prompt response. The long term goal is to create a shell for each class in Canvas so that several classes can be managed in one area.
4. InsideBC- The Inside BC portal will be unsupported as of June 30,, 2016. David Barnett is working on a “Stop-gap” portal in the event the site goes down before the state portal is ready. He will provide links to multiple sites with a single sign on and should have something worked out by the end of 2016. Currently, online courses have an online shell, face to face classes have Luminis, and some faculty still use Course Studio. Links will be provided to all formats in the “stop-gap” portal, which will be found InsideBC with a link included. BanWeb can still be used as a fall back in a “worst case scenario” event. Todd will be sending a campus wide email with updates.
5. Annual Employee Survey – Committee discussed whether or not a FAQ page should be created to address common employee concerns regarding technology issues. This could be located on a link to the Program Review Documents or where IT work order requests are submitted. Committee decided this will be developed over the Summer and will send as a bc\_all email. Committee discussed providing workshops regarding this matter during FLEX week for Professional Development. FAQ ideas should be directed to Todd Coston.
6. Campus/District Updates – TIPD: Current focus is primarily on Canvas issue. Will be looking into providing trainings focusing on using Canvas instead of only offering training to transition from Moodle to Canvas.
7. Proposed ISIT Prioritization Process- ­ Updated process would include a presentation by the departments that are asking for funding in program review. There will be a 2 minute limit to their presentation. Requests will be sent in by October and presentations will occur in December. Will make a rule that a committee member must attend a minimum of 2 meetings to be able to vote. Committee will work on designing a template for presentations so departments will know what to include. Motion was made to change the process for the 16-17 academic year. Motion was approved by the committee.
8. Summer Projects-GUI and Grant Funded – Will be replacing hardware that is 5 years old. Two projectors will be installed and computers replaced for SS117, 121 and 206 due to grant funding. WiFi has been added to 1st floor of LA building. 4 access points have been included. Additional upgrades to LA WiFi contingent upon bond. 33 lab computers in Delano will be replaced. The projector in IT201 will be replaced due to RN program funding. Delano will have 5 computer/projector combos replaced. May be able to fund replacement of the short throw projector in LA 113 from GUI funds. The Ford and Chrysler Diagnostic machine will be replaced due to funding from Cindy Collier. The Doc Cams will be funded for replacement by STEM in Labs. Projectors will be obtained for Biology labs. Business 5 will be a fully instructional lab with 24 computers. FA8 is being reconstructed and will contain a 33 station Mac lab, which is Grant funded. SE 16 is currently MESA. Will be moving to new Aera building. SS3 will have computers replaced by desktop computer stations due to grant funding. Some computer labs will get computers swapped out for new ones. 200 computers for faculty and staff will be replaced. WiFi in Humanities is also being looked into. There are still 200 phones that need to be swapped and looking to do at least 100 next year.

**Meeting Adjourned at 5pm**

**Next Meeting- Fall 2016 semester**