**ISIT Committee Minutes**

November 7, 2016

3:30 – 5:00pm

Board of Trustees Room

Note taker: Scott Peat

Attendees: Pam Boyles, Sean Halpin, Bill Moseley, Scott Peat, Richard Miles, Jaclyn Krause, Tim Heasley, Kirk Russell, Tim Bohan, Judy Ahl, Kurt Klopstein, Todd Coston, Kristin Rabe, Darren Willis, Leah Carter, John Giertz, Erin Miller, Adel Shafik, Reese Weltman

**Minutes**

1. Program Review voting Day
   1. December 7th 1 – 4 pm – Fireside Room
   2. Each department will have an opportunity to present a 2 minute justification for each of the technology requests that were submitted in their annual program review.
   3. ISIT committee members will hear all justifications and prioritize requests via a vote on the same day
2. Introduction of new CIO (Chief Information Officer)
   1. Todd introduced Gary Moser, the new CIO
   2. Gary will be working with IT management teams across the district
3. Review and Approval of Minutes from October 3rd meeting
   1. Leah moved to approve the minutes; Kristin seconded the motion
4. District Office IT Positions Update
   1. Classified positions
      1. Systems Administrator – position has been filled – Patrick Lefler
      2. Network Engineer – position has been filled – Justin Kelley
   2. Management positions –
      1. Assistant Director of Enterprise Applications – Interviews will begin soon
      2. Project Manager – position is still open
5. BC IT Positions Update
   1. Classified positions –
      1. Systems Support Specialist II – Position Filled – Kenny Taylor transferred from Cerro Coso
      2. Systems Support Specialist I – 2 positions currently being advertised
6. Canvas Update
   1. Canvas training by Tracy and Matt is ongoing and will continue into the spring 2017 semester
   2. Bill recommends continuing to warn faculty in your department that Moodle will not be available starting spring 2017
7. TIPD
   1. Matt continues to send out OEI course design tips and training updates. Watch for his emails
8. eLumen update
   1. Bill noted that the move to eLumen is approaching
   2. Curriculum committee is currently working on a plan for moving content into eLumen
   3. The curriculum committee will need faculty help to evaluate department specific content prior to moving Curricunet content into eLumen. Departments will be contacted when needed
   4. Tentative timeframe for eLumen
      1. Review content after the first of year
      2. Load data over the summer
      3. Go live in fall
9. Program Review
   1. Kristin passed out a list of non-funded technology requests from program review
   2. Requests will be voted on at the ISIT meeting on December 7 to prioritize the top 25 requests
10. Grant Opportunities
    1. Erin did some research on possibly getting outside grants to help fund technology purchases
    2. Erin recommends starting with applying for smaller grants and then scaling up to larger grants later
    3. Erin also recommended the formation of a taskforce to investigate possible grants
       1. Kristin, Lea, and Erin volunteered to serve on the taskforce
11. Student Survey Questions Review
    1. ISIT administers a student survey in the fall semester to evaluate student usage of technology on campus
    2. ISIT reviews the results during the spring semester and looks for reoccurring themes to address/improve for the following year
    3. The committee looked over the document and suggested the following changes
       1. Question 1
          * Insert a new row addressing canvas usage
          * Insert a new row addressing usage of BC email account
          * Change answer choices to 1)I don’t know what this is, 2) Never , 3) Monthly, 4) Weekly, and 5) Daily
          * Remove row addressing writing lab usage
       2. Question 3
          * Revised question to read “If you had problems related to one of the technologies in question #1, please specifically state the problem(s) with the technology so that we can address the issue.
       3. Question 5
          * Replaced the words “school related” to “campus provided”
          * Changed the “other” box to “What technology or activity did you need help with?”
          * Todd will talk to DSPS to ensure that the list of assistive technologies included on the survey are current
    4. Todd will send the survey out in a week or two
12. Meeting adjourned – 4:55 pm
13. Next Meeting
    1. December 5, 2016 3:30-5:00pm - Board of Trustees Room