**Information Systems and Instructional Technology Committee**  
Unapproved Minutes  
March 6, 2017  
3:30 – 5:00 p.m.  
Library 149

**Attendees**: Judy Ahl, Leah Carter, Todd Coston (co-chair), Scott Dameron, Gabe Fortier, John Giertz, Tim Heasley, Cindy Hubble, Fabiola Johnson, Matt Jones, Kurt Klopstein, Richard Marquez (co-chair), Linda McLaughlin, Richard Miles, Bill Moseley, Gary Moser (District IT), Scott Peat, Kristin Rabe, Kirk Russell, Adel Shafik, Sarah Villasenor, Darren Willis

**Note Taker**: Kirk Russell

1. **IT Positions**: Gary Moser, District Chief Technology Officer, visited the committee to discuss District IT positions he is requesting. None of the positions have funding yet. He is requesting 3 ERP (Enterprise Resource Planning) positions to handle issues related to, but not limited to Banner (support, upgrading, and integration), document imaging, and DegreeWorks. He also needs 1 position to handle security issues. In comparison to other districts, KCCD has too few ERP analysts which affects the district’s ability to implement new technology, and maintain and secure existing technology. There is currently no process in place for approval of these positions. Decisions are made independently at the district level. Gary is making the effort to justify these positions throughout the district to make all campuses aware of the need. No action was taken by the committee.
2. **Technology Governance Process:** Gary also reviewed with the committee the proposed process for prioritizing and approving technology projects at the district level. This is the same process that was presented and discussed at the February 6th meeting, and the notes of that meeting accurately reflect the process and questions that came up.
3. **Review and Approval of Feb. 6th Minutes:** Minutes of the February 6th meeting were approved with two minor corrections – correcting Cindy Hubble’s last name in the list of attendees, and changing the word “cue” in 4.a to “queue.”
4. **Campus/District Updates:**
   1. Matt Jones reported on Canvas. Not much new is going on right now, and Canvas training continues. The Canvas outage of last week was caused by Amazon Web Service and completely out of the control of the campus or district.
   2. Bill Moseley reported on TIPD. There will be quite a bit of technology training and professional development happening this semester. New training will be available which will cover technologies from a very basic, beginner’s level. In April, “Technology of the Month” training will begin with a different topic each month. April’s topic will be video. The plan is to have two each semester. The trainings will be advanced and in-depth. Beginning this summer and into the fall there will be a cohort of 10-15 online instructors who will receive rigorous training to improve their online courses. Bill is working with the Academic Senate to approve quality standards for online courses. These standards will include issues like Title V, student interaction, accessibility, etc.
5. **Technology Plan:** Todd Coston said the draft Technology Plan is posted on the ISIT Committee webpage and asked that committee members review it and direct any comments or suggestions to him. The committee might vote on approving the plan at the April meeting. Todd asked that committee members pay special attention to two tables regarding goals and progress on past goals and let him know if additions need to be made to these tables. The current Technology Plan expires on June 30 this year.
6. **Employee Technology Survey:** The draft of this year’s employee technology survey is posted on the ISIT Committee webpage. Kristin Rabe asked that committee members review it as soon as possible and make suggestions for changes to her or Todd. They would like to distribute the survey by the end of March.

**Meeting adjourned at 4:35 p.m.   
Next meeting April 3, 2017, 3:30-5:00 in Library 149**