**Information Systems and Instructional Technology Committee**  
Unapproved Minutes  
December 4, 2017  
3:30 – 5:00 p.m.  
Collins Conference Center

**Attendees**: Judy Ahl, Tim Capehart, Leah Carter, Greg Cluff, Todd Coston (co-chair), Wade Ellis, Gabe Fortier, John Giertz, Tim Heasley, Cindy Hubble, Matt Jones, Kurt Klopstein, Tracy Lovelace, Richard Marquez (co-chair), Gabi Martin, Richard Miles, Matthew Moon, Bill Moseley, Gary Moser (District IT), Kristin Rabe, Kirk Russell, Mike Westwood, Darren Willis

**Note Taker**: Kirk Russell

1. **Proposed Changes to bc\_all, enrolled\_students**: Monika Scott presented proposed changes to the bc\_all and enrolled\_students listserv policies. The current policy for bc\_all states that requests to post to the listserv will have a 10 minute response time. Monika proposes that be changed to “within 24 hours,” with the understanding that Monika can be emailed directly regarding urgent items. The other bc\_all revision is to add “non BC-related community events” to the list of messages that will not be approved. The committee approved these changes. There is currently no policy for the enrolled\_students listserv and only select employees are allowed to send messages. Since messages on the enrolled\_students listserv go to all students, Monika asked for strict limits on what is approved. She proposed that messages must pertain to all students and include BC-related information. Messages not related to BC, department/club/program-specific messages, and job postings would not be approved. Todd recommended that students be surveyed early in spring semester to determine what they would like to see or not see on the listserv. Based on their responses, a policy can be developed.   
  
2. Minutes of the October 2nd meeting were approved.   
  
3. Gary Moser visited the committee to present a draft of the District Technology Master Plan. The document is currently about 40 pages long and is posted on the ISIT Committee website for review. Gary encouraged all to look it over and to make suggestions directly to him.  
  
4. **Academic Technology Updates**: Bill Moseley reported that work continues on getting eLumen up and running. The delays in implementation have nothing to do with the eLumen software, but instead with efforts to clean up all of the BC data that’s being moved into eLumen. Bill also reported that the Staff Development team is working on organizing workshops for spring semester flex week.  
  
5. **Technology Support Services Updates**: a) Banner 9 is currently in testing. Status updates and timeline are available in SharePoint at <https://kccd.sharepoint.com/sites/groups/banner9upg/> b) Measure J funds will be used to improve camps WiFi coverage. Interior campus spaces now have about 60% coverage. To complete the coverage we need an additional 250 access points. Todd hopes that during summer 2018 that work can begin. Most of the work will take place at night. When interior spaces are covered attention will then move to green spaces.  
  
6. **Accreditation Standard III.C.2**. Todd reviewed section 2 of standard III.C. with the committee and reminded all committee members that when the visiting team is on campus next year they can ask any member of the committee about how technology is proposed, approved, and assessed at BC.

**Meeting adjourned at 4:25 p.m.   
Next meeting: February 5, 2018, 3:30-5:00 in Collins Conference Center**