**ISIT Meeting: September 10, 2018**

Library 149 – Bakersfield College

**Attendees**:

**Co-Chairs:** Todd Coston, IT; ABSENT: Pamela Boyles, English

**Administrators:** Kalina Hill – Testing & Placement Center, Michael McClenic – Early Alert & Probation, Brett Redd – Technology Support Services, Yvonne Armendariz – Student Services

Absent: Terri Goldstein – DSPS, Stephanie Baltazar – Job Placement, Bill Moseley-Dean Academic Technology (Ex-Officio)

**Classified**: Kristin Rabe – Media Services, Judy Ahl – Technology Services

Absent: Tracy Lovelace – Academic Technology

**Faculty:** Kurt Klopstein – Math, Richard Miles – BMIT, Sara Villasenor – Counseling, Linda McLaughlin – Foreign Language/ASL, Ayan Hill – Allied Health, Dana Heins-Gelder – Behavioral Sciences/Criminal Justice, Scott Peat- Biological Sciences, Cindy Hubble – English, Beth Rodacker – EMLS, Leah Carter – Family & Consumer Ed, Matt Moon – Health & PE, Darren Willis – Industrial Tech, Kirk Russell – Library/Instructional Design Technology, Gabriele Martin – Nursing, John Giertz - Communication

Absent: Tim Bohan – ACDV, Greg Cluff – AG, Adel Shafik – Art, Erin Miller – Social Science, Fabiola Johnson – Counseling

**Ad-Hoc (non-voting):** Matt Jones – Academic Technology

**Vacancies: Engineering Systems, Performing Arts, Philosophy, Physical Science**

**Student Participation SGA**: Ashley Harp - SGA VP, Jonathan Madden – SGA Finance

**Note taker:** Kristin Rabe

**Accreditation Visit Update: Jason Stratton, Talita Pruitt:** Discussed the ISER and where the ISIT Committee plays a role in the document. Shared the Bluff notes – discussed important role in understanding what is in the document when the visiting team arrives October 1-5. We will most likely have them in our meeting on October 1st. Everyone is encouraged to read through our technology documents and the ISER to become familiar prior to the next meeting. Know where to locate answer to questions – know charge of the committee. Power point will be available following the meeting. Understand the Quality Focus Essay - What we can improve on.

**ACTION:** **1. AIQ/Accreditation Power point will be available on the committee website 2. Todd said he would create a document for John Giertz that had the ISER and other important to know items on one e-mail for convenience.**

**Approval of Minutes from 4/30/2018**: Spelling changes to last sentence in #3 of Accreditation Standard IIIC.5 notes. Illustrate and accessibility. With those changes, the minutes can be approved. Motion made, seconded – Rabe, Motion Carried – no abstentions. Todd mentioned he would have them out earlier at the next meeting – at least a week in advance.

**ROLE OF ISIT**: Suggested committee look at all the documents such as Tech Process Document. Explained how the tech acquisition process works – should know this process prior to the Accreditation team visit. Look at the College Technology Processes Document – starting with the Technology Priority Process:

1. Tech Requests from Annual Program Review Process

2. IS/MS Review and Collation

3. Technology Committee Review (ISIT)

4. IS/MS Summarizes and finalizes a budget

5. Reports to other committees after Prioritization such as FCDC/Ac Senate, College Council

6. Recommendation to President & Management

Also discussed the Technology Assessment Process and how that is handled. Based on an ACCJC visit 6 years ago and a recommendation that we look at how we assess technology implementation (adoption), we needed to have a formal process by which we assess the effectiveness of the technology and if it is contributing to student success in the classroom. We now survey both faculty/staff and students yearly, and publish those results. We also have a section for assessing any technology received in the previous program review cycle in the current cycle AU/Comprehensive Program Review documents. We also solicit feedback on new technology initiatives and software such as Starfish.

All areas that submit a request to through the Program Review process will have the opportunity to come present that request to the ISIT committee at a special voting session of ISIT (this year, on November 26). A recommendation was made to record the voting session so that those on the committee could review the presentations if they had to teach that afternoon. The voting process (as far as point/priority) is still up for consideration and will be a discussion at the October/Early November meeting to finalize. In order to vote in that special meeting – a current member will only be able to vote if they have attended at least 2 ISIT meetings prior to the presentation day. You will be ineligible if you do not attend. Question if someone else could attend in lieu of the committee member from the same department – we are hesitant to do that unless there is a good cause. Can approach on a case by case basis. Todd would like to see how many requests are made before determining hours for the special session. Currently, it is booked from 2-5pm. We will revisit at the October/November meeting. Striving to include all/not exclude. Question was asked if SGA has a vote – it was favored unanimously.

**ACTION 2: We need to determine a new points/voting process prior to the special meeting**.

**Strategic Directions**: Asked committee if they knew the 4 strategic directions.

1. Student Learning
2. Student Progression & Completion
3. Facilities & Technology
4. Leadership & Engagement

Todd created a spreadsheet showing strategic directions and the ISIT committee such as:

3.9: Provide strong wireless access in all internal spaces on the main campus

3.11: Develop computer lab standards document that identifies minimum desktop space required in computer labs for student materials. a

3.12: Analyze and document usage of the computer labs on all BC sites to determine whether more labs are needed.

3.13: Develop an instructional software needs process for determining software installed in instructional computer labs.

3.14: Develop and document plan for providing internet access for classes held on non-BC sites (such as BC Southwest, etc.

Each will be worked on over the course of the next 3-years.

**Committee Charge**: Changes go to the academic senate to any part of the committee charge that needs to be changed (via Pam). Most will have no change – looking at the existing charge. The main change is that we need to change the committee make up – title change for Bill Moseley role – to Dean of Academic Technology.

**Academic Technology Update**: Matt Jones filling in for Bill Moseley who is on Jury Duty. Matt talked about the newly launched Renegade Hub – Student/faculty assistance location in the library. Adjacent to Media Services and is staffed most hours the library is open. Tracy/Matt and student workers assist students, staff and faculty using Canvas. Mostly Canvas issues – but some general assistance as well. Matt also said he will be having a Design Tools workshop coming up – that will take a look at tools faculty can use within Canvas. Aesthetics and Headers to make your Canvas shell to appear more user friendly will be discussed. Matt mentioned the Kung Fu Canvas 4-week workshop with Sarah Phinney at Porterville College team taught – they will explore how you navigate and utilize Canvas. The class is currently full with some folks on a waiting list. Matt also mentioned another 4-week class that looks at developing Canvas shell in the gaming approach. Last, but not least, Matt mentioned a break in Canvas authentication the weekend of September 8—9 when the KCCD district office had some updates. Only slight interruptions to service (a few tickets) at the BC campus – Porterville as well – Most issues had been resolved as of meeting time.

**Measure J - WiFi Update:** So where are we with spending Measure J dollars on technology? Todd put in for 22 million in Measure J dollars and has received about 2 million thus far. That 2 million is earmarked for WiFi across campus. Satisfaction with WiFi service is based on Coverage and Capacity. We’ve had issues with both. The process has been slow to develop but the walking/specification/heat mapping has been completed, a scope of work created, successful bidding and awarding of contracts and now the real work begins. Starting by adding over 250 more access points across campus. The company awarded the contract completed the Delano phase two weeks ago. Starting on campus in the past week. Starting in Humanities Building. The company is working a swing shift – of 10pm to 6am to not disrupt any classes/office work. Second Phase will be green spaces across campus. All areas should have sufficient coverage once work is complete. With these updates also comes the need for further expansion and updating of backend infrastructure and hardware. This will enable us to provide the same experience across the district for all students.

Measure J is also covering projects like WiFi and card locks for the new Veteran’s Center being built. ABC Building will be covered with WiFi, card locks, presentation technology. The new ABC Building replaces Campus Center in the next 3 years. We’ll have to see what lands in the ABC building once value engineering happens depending on budget. Gaby asked which was easier to solve – Coverage or Capacity… Really coverage comes first and then we evaluate capacity. We’ve already done surveys and know where/when we are at capacity. With the additional access points, we can now pull capacity reports and determine if the access points are being successful in meeting the needs of our campus. Whereas we used to have limited coverage and high capacity, going forward we will have maximum capacity which should make end users happy.

The less tech fortunate project was parking – not much technology built into that project. AECOM is the managing partner with Bakersfield College to project manage the Measure J projects and paid from those same dollars.

**Other Business**:

**ACTION 3.: Kristin will bring the Accessibility and Public Performance Rights to the October meeting.**

Meeting adjourned at 5:15pm

* Respectfully Submitted: KR 9/11/2018