**ISIT Committee Meeting Notes 5/4/2020**

**Zoom Meeting**

**Attendees:**

Todd Coston, TSS (ISIT Co-Chair); Pam Boyles, English (ISIT Co-Chair); Kristin Rabe, Media Services/TSS (note taker); Tracy Lovelace, Matt Jones, AT; Gabi Martin, Nursing; James Selgrath, Agriculture; Scott Peat, Biology; Stephanie Baltazar, CTE; Bonnie Hammond, Engineering & Systems; Kalina Hill, TAPC; Michael McClenic, Counseling; Kurt Klopstein, Math; Kirk Russell, Library; Erin Miller, Social Science; Judy Ahl, Technology Support Services; Darren Willis, Industrial Technology; Leah Carter, FACE; Dana Heins-Gelder, Behavioral Science; Sara Palasch, Foreign Languages; Dan Hall, Inmate Education; Brett Redd, Technology Support Services; Yvonne Armendariz, Student Services; Deborah Rosenthal, Chemistry; Michael Mehume, Communication.

**Absent:**

T. Silva, Philosophy; Jonathan Maddon, SGA; Matthew Moon, PHED; Adel Shafik, Art; Beth Rodacker, EMLS; Tim Bohan, Education; Ayan Hill, Allied Health; Terri Goldstein, DSPS; Bill Moseley, Dean AT (Ex Officio); Richard Miles, BMIT; Fabiola Johnson, Counseling; Richard Marquez, English; Performing Arts (VACANT); Physical Science (VACANT);

**Todd started the meeting via zoom at 4:05 pm.**

**Started with Introductions.**

**Approval of Agenda & Meeting Minutes from 3/9/2020:** Leah Carter motioned to approve, Gabi Martin Seconded. No changes – approved as written. No additions to agenda however, updates will go out order for 5/4/2020.

**Academic Technology Update:**  Academic Technology Team is clicking right along, supporting all of our faculty and students who have transitioned to online learning due to the COVID-19 Pandemic and BC’s push to online. It has been a process – but the team has accomplished great things. Matt Jones has classes that are full – lots of participants in whatever training is offered. The team is offering lots of office hours via zoom and always available to answer any questions that may come up. Feel free to contact them with any Canvas or online learning concern. The team will be hosting classes this summer and during flex week in the Fall. Stay tuned…

 **Student Success Technology:** Dan Hall spoke about the latest technology used by the student success team to assist students. That technology is a chat bot. Starting in student health, it will be used to learn responses to be able to assist with financial aid, and other needs of students. The system uses artificial intelligence to rapidly understand what students are looking for as far as common knowledge and questions about the campus. This chat bot will respond to students from 6pm to 2am which is a typical time that students go seek answers. This in turn will relieve staffing burden that has been place don the student success teach team. It has been an overwhelming demand since moving online mid-March. Over 600+ emails per day are fielded by the team. Ocelot is the software that has been chosen for this. The team will implement in the next 2-4 weeks. This is thanks, in part, to the State Chancellor’s office who has a master agreement with Ocelot to provide this service. Cares Act due to COVID-19 helped pay for Ocelot.

Matt Jones asked if Ocelot integrated well with Canvas/Starfish. Dan will research.

Chromebooks – 500 were donated for a loaner program and SGA was able to purchase more of them to also loan. Longer term, Financial Aid is working on a voucher system that will allow the students who get financial aid to also get a chrome book. Bynum Family donated 500 Chromebooks just to serve the immediate need for students and make a loaner program.

The Financial Aid voucher program is still getting refined. General rule, the purchase will be with a voucher that the student given at the time they register and get their financial aid. Support will be from the Renegade Hub for the students that check out the Chromebooks and for students who purchase them (or get them as part of their financial aid). Todd is still working on protocol with Financial Aid. More at the September meeting in 2020-2021 school year.

**IT/Tech Services/Media Services Updates**: Kristin discussed Summer 2020 projects – Agriculture Classroom Room 2 will get updated with a new projector and HDMI cabling. Job wall was done on April 29 and awaiting quotes as of this ISIT meeting. Once quotes are obtained and equipment is ordered, the work can begin. Construction on all Measure J projects continues even though we are all off campus. Worked on Delano Learning Center, Campus Center, Science & Engineering, Welcome Center and Administrative Annex. Also completed the installation of the Veteran’s Resource Center Conference rooms as of 5/8/2020. Instructional Block Grant will pay for the needed additional computer lab primarily for Psych B5 in Language Arts 221 this Summer. It will go from a standard classroom to computer lab with 26 stations, instructor station and short-throw projector. This will be a nice addition to meet the demand. Other centers such as the partnership with Kern County for the Homeless Collaborative downtown on L Street will see 3 more projectors and small office space in a shared-use facility. More to come. We are also doing the same joint venture with Arvin – until our new campus at Arvin is built.

**Employee Survey:** We have pushed out the employee survey as of Thursday 4/30/2020. As of this meeting, there are over 200 respondents. The survey closes May 7th. Please take the time to take it.

**Questions for the good of the order and discussion**:

* Erin – OneDrive Instead of Access to H drive – will work with IT to accomplish
* Chat Bot – will this still be available after we are back. The Chancellor’s office is looking to continue possibly for 2 years. Can create your own knowledge base – so if it is successful with current pilot, it could be used elsewhere.
* Student Info Desk will be launching – Kalina is assisting with this. Zav has asked that this be live with a person from 10am until 6pm.
* Scott Peat – 3 Options for scheduling classes. Asked if we can require students to turn on their cameras when attending testing? Matt offered to check with Academic Tech and will get answer.
* Proctorio Going away next semester.
* A number of committee members suggested students pay a tech fee.
* Keep in mind online accessibility for all in every zoom session.
* Cameras in classrooms – will not be a full distance ed classroom but will be very similar to at home currently and will require some re-cabling and training in the fall.

Reminder to all faculty to let Pam Boyles know if you will be on the committee in the Fall as soon as possible. Please send an e-mail.

Todd adjourned the meeting – Have a great summer!