**ISIT Committee Meeting Notes 12/7/2020**

**Zoom Meeting**

**Attendees:**

Todd Coston, TSS (ISIT Co-Chair); Pam Boyles, English (ISIT Co-Chair); Kristin Rabe, Media Services/TSS (note taker); Nicole Hernandez, Nursing; James Selgrath, Agriculture; Scott Peat, Biology; Bonnie Hammond, Engineering & Systems; Kirk Russell, Library; Erin Miller, Social Science; Judy Ahl, Technology Support Services; Sara Manuel, Behavioral Science; Sara Palasch, Foreign Languages; Dan Hall, Student Success Technology; Brett Redd, Technology Support Services; Jonathan Ward, Counseling-Student Services; Matt Moon, PHED; Michael Mehume, Communication; Leah Carter, FACE; Kurt Klopstein, Math; T. Silva, Philosophy; Richard Marquez, English; Tracy Lovelace, Academic Technology; Matt Andrasian-Jones, Academic Technology; Adel Shafik, Art; Richard Miles, BMIT; Nick Strobel, Physical Science; Kalina Hill, TPAC.

**Absent:**

Stephanie Baltazar, CTE; Beth Rodacker, EMLS; Tim Bohan, Education; Bill Moseley, Dean AT (Ex Officio); Emma McNellis, SGA; Michael McClenic, Counseling; Darren Willis, Industrial Technology; Kim Chin, Performing Arts; Gian Gayatao, BCSGA President; Heather Shaffstall, Allied Health; Nick Strobel, Physical Science.

**Todd started the meeting via zoom at 4:02 pm.**

**No additions to agenda for 12/7/2020.**

**Approval of Agenda & Meeting Minutes from 10/5/2020:** Richard Marquez motioned to approve, Kurt Klopstein Seconded, Approved as written.

Todd discussed action items from last meeting.

Action Item A: Pam reported that Kimberly Bligh was contacted and that Summer Bridge 2020 did address online learning with students going through the program. They successfully assisted students on how to navigate through Canvas and other online programs.

Action Item B: ISIT requests were sent to the committee.

Action Item C: Matt Andrasian-Jones to speak on Level Up program.

**Program Review Prioritization Process Debrief:**  Pam Rivers suggested that before hearing the request at the prioritization meeting – that we know if it is a work order for IT or not. It would be ideal to know what items can be taken off the list that have already been purchased. Richard Marquez suggested that language added to the program review document to determine if it should be a work order or not. Kristin suggested that language added to the request that would help programs/departments prioritize their requests more effectively before they come to ISIT for presentation/prioritization. Pam Boyles suggested that language in the program review request should ask if the request has been made before. Todd suggested that the areas do prioritize which rooms are most important in the case of more than one room. Sara Palasch suggested that language be added to determine if it’s new or replacement equipment to the area. Kalina suggested we go back to the 1, 2, 4 scoring instead of 1, 2, 3. Todd mentioned the major ties broken done on the first 10-15 requests only. Kirk Russell suggested that there be language around “other” technology so that odd items don’t appear in the technology requests (such as turnouts for firemen). As for the results, they are tabulated and the spreadsheet will be on the ISIT committee page. Top 10 were as follows:

Starting from top: 1. #4, 2. #10, 3. #1, 4. #9, 5. #44, 6. #56, 7. #79, 8. #78, 9. #3, 10. #8.

***ACTION: Kristin will take all suggestions on modifications to the Program Review request forward to the Program Review committee for 2021-22 cycle.***

Academic Technology Update: Matt Andrasian-Jones spoke to the Level Up program on online teaching. Showed power point. Faculty can receive a $1,500 stipend if they register for the courses prior to the end of 2020. Education B30, B31, B32 are the three courses that must be taken to become certified in online teaching. Matt has more information about each of the courses. Pam Rivers is looking for presenters for flex week – on behalf of Professional Development. Flex week will be all day Monday January 11th, Afternoon of January 12th and 13th. Please contact Pam if interested. Matt answered Michael Muhme question on how the Level Up program is different than badging. Matt said that is still in discussion and will report out when there is a decision made. Over 422 faculty have currently registered for the Level Up program so far.

**Student Success Technology/Student Help Information Desk:** Dan Hall had nothing to report other than the Chat Bot to live person seems to be successful..

**Technology Support Services (IT/MS) Updates:**

**UPDATE on working with IT**:

Todd – if you can work remotely with IT, please do so and please pass this along to all of your areas. IT is the most exposed team on campus at the moment and with COVID cases on the rise, we want to keep all staff safe. We are taking further precautions to ensure the safety of our staff. We will have an intercom and more safety protocols when you come to campus to

**Meeting ended at 4:45pm/KR**: