**ISIT Committee Meeting Notes 2/1/2021**

**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 Muhme, Communication; Leah Carter, FACE; T. Silva, Philosophy; Richard Marquez, English; Tracy Lovelace, Academic Technology; Matt Andrasian-Jones, Academic Technology; Richard Miles, BMIT; Nick Strobel, Physical Science; Kalina Hill, TPAC, Pamela Rivers, Academic Technology; Beth Rodacker, EMLS; Tim Bohan, Education; Kim Chin, Performing Arts; Heather Shaffstall, Allied Health

**Absent:**

Stephanie Baltazar, CTE; Bill Moseley, Dean AT (Ex Officio); Emma McNellis, SGA; Michael McClenic, Counseling; Darren Willis, Industrial Technology; Gian Gayatao, BCSGA President; Kirk Klopstein, Mathematics; Adel Shafik, Art;

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

**No additions to agenda for 2/1/2021.**

**Approval of Agenda & Meeting Minutes from 12/7/2020:**  Pam Boyles motioned to approve, Richard Marquez Seconded, Approved as written with spelling corrections to Michael Muhme (Communication).

Todd discussed action items from last meeting.

Action Item A: Kristin took concerns forward to the Program Review committee regarding the ISIT Program Review initiative and the suggestions brought forth at the December ISIT committee meeting. Suggestions will be put into place in the 2021-2022 Program Review cycle. Pam Boyles will forward her committee report to Academic Senate for the ISIT Committee webpage.

No other action items.

**Covid Survey in lieu of normal employee survey:**  Todd presented the idea of having a separate survey that goes out to all faculty (adjunct and full time), administrators and staff to capture the pandemic process of working/teaching from home. Todd, Pam Boyles and Kristin met prior to the ISIT meeting and brainstormed on a bunch of questions that were presented to the committee at this meeting for feedback and wordsmithing. Feedback provided in the chat area included tips on using various technology, such as Michael Muhme (Communication) suggestion of using an iphone and tripod to capture lectures in lieu of a webcam. Tim Bohan suggested the need for strong wifi – being on campus or at home. Upon returning to campus, Tim’s area will need to be reviewed as he’s not experiencing strong wifi in the classroom he teaches in. Bonnie Hammond said that upon return to campus – if the expectation is that the faculty member will need to teach and be on camera – there could be a problem with trying to teach half the students in the classroom while half the students are online. How realistic is it that the instructor can give their full attention to all students? Nick Strobel suggested using KCCD\_secure versus KCCD\_open for better wifi.

As we progressed in the discussion – Leah Carter asked “Will the teacher have to move webcam around during the zoom session (if the hybrid of half students on campus, half at home applies). If so, many people are not good at multi-tasking to that level – which echoes the sentiment that Professor Hammond suggested.

Further feedback – Erin Miller asked if there was a way to stream live with captioning with ability to zoom on slide show while also recording it… or even if not zooming live an ability to capture video with good sound. Muhme suggested that in class students be on zoom as well, might remove the wall between online and in-person instruction. Pam Boyles suggested training for instructors who wanted to teach in the distance education classrooms – Academic Technology acknowledged that request. Erin brought up student privacy.

As for the questions:

Add: Adjunct faculty be added to the job classifications. Faculty, Adjunct faculty, staff and administrator designations

CHANGE: Working offsite, do you feel you had adequate technology and internet service to do your job? What specifically would have helped you do a better job

CHANGE: Did you use Canvas prior to the work from home orders?

Kim Chin suggested: Did you make any technology purchases off campus work for you? If so what did you buy?

Tim Bohan pointed out that internet service for your job is tax deductible.

Matt Andrasian-Jones asked if it would be beneficial to ask a question that centers around what tech/internet software/app issues did faculty experience were most encountered by their students.

Another interesting comment was to ask if users had to upgrade their internet to be more productive.

Other suggestions included is there technology you used at home that you would use on campus. Many faculty found it useful to use zoom – as James Selgrath mentioned, it was productive to use for office hours and will carry forward when we return to campus – it helped the students.

Kalina said she felt that this survey should be blended into future surveys, while we hope to not experience what we have in the past year again anytime soon, it would be helpful to carry this conversation forward.

Connectivity – is there a problem connecting to zoom? Did you have problems using the features in zoom or were you all okay. What features in zoom did not work well in addition to what did work well. In what areas could Academic Technology provide further support to assist faculty in their teaching?

Nick mentioned accessibility. For instance, how could accessibility in our software platforms be improved to do your job or students access to courses and student services. Were students able to get accommodations?

***ACTION ITEM: Todd has the additional list of questions. Todd, Matt Andrasian-Jones, Pam Boyles and Kristin will meet to wordsmith the final questions and get the survey out to respondents before the next ISIT meeting in March.***

**Return to Campus Discussion:**  We did not have time to address this agenda item therefore it will stay on the agenda for the next meeting.

***ACTION ITEM: Add “Return to Campus Discussion” to March agenda***

**Student Success Technology/Student Help Information Desk:** Dan Hall reported that most likely the SID (Student info desk) will continue long after we are back to campus. He is currently in the process of looking at other technology than the existing (and zoom) to replace with. He will be reporting at future meetings as this unfolds. He will also be working with Todd to identify which solution is best for a possible help desk ticketing system. The existing method is time prohibitive and often info slips through the cracks. This will help students get information in a timely manner if a help ticket submitted. Adding one more ticketing systems could be troublesome but might make sense. M&O has School Dude and IT/Academic Technology have their own ticketing system. Stay tuned.

**Academic Technology General Updates:** Pam Rivers spoke on behalf of AT. She wanted to remind the ISIT Committee of the weekly academic technology blasts she sends via e-mail each Monday. She fields over 20+ questions per week regarding office hours for academic technology staff and workshop questions. The weekly blast provides all of that information and more. Matt Andrasian-Jones also teased a new newsletter called Pedagogy and Practice and it should be coming out to an email box near you soon. He will provide a copy for the ISIT committee page.

**Technology Support Services (IT/MS) Updates:**  Todd brought up all of the construction projects that have been keeping IT/MS busy. BC SW – pulling the cabling out of the portable buildings and the new building coming online in May/June. ABC Building coming online in April. Science & Engineering slated for mid-late November. New BC Gym/Fieldhouse getting ready to break ground. Stadium scoreboard and sound completed. Welcome Center getting ready to move forward – once Administration staff moves to the ABC Building. Delano learning resource center, Arvin, Agriculture building on campus, BC annex all working through DSA (Department of State Architects) and the project management team. There’s a lot that’s changing around BC. Also, Bill Potter has left BC, we are actively seeking to hire a Director of Facilities.

**Meeting ended at 5:31pm/KR**: