Information Systems and Instructional Technology Committee

MINUTES (Unapproved)

Date: 02/01/10

Time: 2:30 p.m. to 4:00 p.m.

Attendees: **Co-Chairs**: N. Strobel, B. Suderman **Reps:** J. Ahl, T. Bohan, L. Carter, C. Collier, G. Dumler, H. Eydgahi, A. Geiser, J. Hart, D. Jorgensen, D. Kimball, M. Richie, K. Russell, P. Whitney **Ex Officio Member**: D. Barnett J. McGee **Recorder:** C. Sifuentes **Absent**: J. Carpenter, A. Chiang, G. Cluff, M. Lovato, T. Lovelace, L. Reiman, L. Schiers, S. Shaheen, C. Smith, J. Stratton

1. **Review and approval of minutes:** The meeting opened at 2:35 p.m. The minutes for November were approved with noted corrections.

2. **Additions to agenda:** No additions were made to the agenda.

3. **Campus updates:** Information Services has a new network technician his name is Chris Milan. Chris' position is funded by a nursing grant. Chris will be working on getting a new computer lab up for the Allied Health area. His duties will include maintaining the Allied Health lab and picking up some of former network technician, CeCe Westerfield's workload.

   The virus mentioned in last month's minutes has been contained.

   The campus has been having problems with a Microsoft security update that went out to the campus. The update is removing custom set home pages from Internet Explorer. This is not a virus. All one has to do to remedy the situation is to reset their preferred home page.

   Ninety new computers, purchased with Information Services' general budget, will be put out on desktops this summer. Proposed placements for these new computers will be reviewed by the Educational Administrators Council (EAC). Faculty Chairs may also be able to review these recommendations. Information Services will be busy this summer installing these computers as well as computers for the Allied Health department. The Business Management and Instructional Technology department and the Engineering and Industrial Technology

department may also be buying computers. During this discussion Dennis Jorgensen questioned why quotes we are given by Dell are higher than those one can obtain off the general Dell website for the same or better equipment. Jim explained that we are paying for the stabilized "innards" of the computers we purchase. Hamid asked if we have the computer companies bid for our business. Jim stated that we do the bid process as a district now and have not gone through the process for a couple of years. Other priorities have taken precedence. Jim stated that he thinks the district as a whole purchase around 500 computers a year. He also stated that the selection of vendors we are able to choose from has "dwindled." If this is to be made a priority Jim recommended that a directive come from the Technology Leadership Council (TLC) to the district IT managers group. It was suggested that perhaps the district look into building our own computers.

The Renegade Rip lab computers were recently replaced.

Unit plan ISIT forms will be reviewed, summarized and brought back to the ISIT Committee for review at the next meeting.

4. **District updates:** The district has narrowed their selection down to two vendors that would provide outsourced helpdesk services. The outsourced helpdesk may be implemented as early as spring 2011. The outsourced helpdesk would initially help students and then employees. Jim feels that this would be a good move for his department. It would leave his technicians and Judy available to do other job duties.

   The district is also in the process of hiring a customer support operations manager that will be the liaison between the district and the outsourced helpdesk vendor.

5. **Luminis:** The district is has run into technical problems with Luminis and are also having problems with support from Sungard. A phone conference will be held with Sungard this afternoon to resolve these problems. This phone call will hopefully result in getting one dedicated support person at Sungard assigned to the District to deal with all of our technical problems.

   David Barnett has been assigned the Luminis project leader for the district.

   Timeline for full implementation of Luminis is still "fuzzy." A launch by mid-semester will **not** happen. They hope to get faculty, staff and students testing Luminis this semester though.

   It was asked how much money has the district spent purchasing and implementing Luminis. We've spent two years trying to implement Luminis. Frustration was expressed about how much money is spent on projects initiated by the district that we don't have the resources to implement. It was asked where the accountability is. Bonnie stated she would ask how much money has been spent on Luminis

thus far.

Action: Bonnie to find out how much money has been spent on Luminis thus far.

6. **Course management systems (CMS):** Bonnie reviewed the steps that led up to the recommendation of Moodle as the district-wide course management system (CMS). The recommendation did include a timeline for implementation and additional items they felt would be needed if Moodle was selected. A couple of those items were support and training for faculty. A separate group is looking at this topic.

Porterville College (PC) will be moving over to Moodle by the fall 2010 semester. They have 35 courses to move over.

Bakersfield College (BC) will be moving over to Moodle by the spring 2011 semester.

Training for Moodle has already begun. The training has been online. A face to face training for Moodle will be offered as well. The face to face training may take place during spring break and maybe at the beginning of the summer. Note that those already teaching online in Etudes will be given priority when signing up for Moodle training.

Another subcommittee is looking into developing a standard template for Moodle courses. These subcommittee members are asking for recommendations from online faculty as to what they would want to see included in this template.

When forming the recommendation the group found that there would be a cost savings to go with Moodle. This savings would enable the district to hire a support person to assist with the technical aspect of moving to Moodle.

Phil Whitney asked if linking Banner with Moodle was being pursued. He stated that at this time instructors currently drop and add students manually in Moodle. This becomes difficult with the deadlines for drops and adds that they're expected to meet. Dave Barnett stated that it was one of the items on a list of items for Sungard to address with Luminis.

Action: Members to seek recommendations from their online faculty as to what they would want to see included in a Moodle template.

Action (carried forward since ITC and TLC have not met this semester): Bonnie to find out how long we are obligated to use the chosen CMS.

7. **EduStream:** EduStream is a website (edustream.org). It is a repository of instructional material. Instructors are able to access this instructional material for

free. It has the telecourse videos we broadcast available. The telecourse videos are broken up in 2-3 minute segments for instructional use. An example of this use might be embedding a video segment link in your online course. All materials are ADA compliant. The website has thousands of video clips in the Health, Behavioral Science, History, English, Physical Science, etc.

It also allows members to store electronic files, such as PowerPoint presentations or YouTube videos, on the EduStream site. You may also share these electronic files with other instructors but are not required to. This is a nice option in lieu of a course website to store large electronic media files that you use in your courses.

Students are only able to access this media via the links that you give them to the video segments and/or PowerPoint files. They are not able to view all of the videos/files available at the website. Only instructors who sign up for an EduStream account may view all the video segments and/or files available. If interested in the EduStream repository please contact Bonnie Suderman or Leah Carter to view a list of the disciplines material is available for.

An impromptu demonstration of EduStream was given after the ISIT meeting.

8. **Computer allocation subcommittee:** Used computers and printers are coming back to Information Services for allocation. The computer allocation subcommittee is a group that reviews requests for used equipment that may come back to Information Services to be allocated back out to the campus. Jim requested volunteers to serve on the subcommittee. Dennis Jorgensen, Tim Bohan, Nick Strobel and Judy Ahl volunteered.

The subcommittee will be recommending a "threshold" level for computers on campus and updating the allocation form.

9. **Good of the order:**

The meeting adjourned at 3:27 p.m.