Information Systems and Instructional Technology Committee

MINUTES (Unapproved)

Date: 10/04/10

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

Attendees: **Co-Chairs**: B. Moseley, B. Suderman **Reps:** J. Ahl, J. Carpenter, G. Cluff, H. Eydgahi, J. Hart, D. Jorgensen, T. Lovelace, E. Miller, M. Oliver, I. Stierle, N. Strobel, K. Rabe, M. Richie, K. Russell, T. Tompson **Recorder:** C. Sifuentes
Absent: D. Barnett, T. Bohan, L. Carter, A. Chiang, C. Collier, A. Geiser, W. Sims, L. Schiers

1. **Review and approval of minutes:** The meeting opened at 2:30 p.m. The minutes for September were approved.

2. **Additions to agenda:** None.

3. **Campus updates:** Dr. Chamberlain responded to the letter from the ISIT committee regarding BC's vacant Director of Information Technology position. He supports keeping the position on campus. Paperwork to begin the recruitment process for an Interim Director of Information Technology is at the Human Resources office.

   EOPS computer lab now has pay for print capabilities. Cash to card machines are now located on the first and second floors of the library.

   Information Services is still working to fill the Computer Commons student worker schedule in order to open the lab back up on Fridays and Saturdays. Everyone will be notified when that occurs.

4. **District updates:** The launch of a 24/7 helpdesk will coincide with the launch of Luminis. The 24/7 help desk will cost us $140,000 a year. This is less than it would cost us if we hired additional employees to work the 24/7 helpdesk.

5. **Luminis:** It was hoped that the Luminis Portal system would be launched in time for 2011 spring registration. However at this time "load testing" of Luminis is not going well. The Luminis launch may be postponed to the beginning of the 2011

spring semester.

6. **Distant Education Task Force:** The Distance Education Task Force met and discussed what they would like to accomplish as a group. It is the intent of this group to develop a cohesive plan to guide the college in Distance Education. The group hopes to have a completed draft to the ISIT Committee by the end of the semester. The document may be shared with the ISIT Committee as it is developed. Once the plan is completed the group hopes to move it forward to the district level for district-wide use.

   The Distance Education plan will include the following topics: Final & Complete migration to Moodle (research: best practices with Moodle), Luminis/Moodle Integration (research: Integrated environments, or Moodle use with portal), Staff Development & Training, Student Preparation (and assessment for DE-readiness), Student Services (counseling, A&R, etc), Accommodations (501c3), Success & Retention Rates (improvement of), Interactive Programs (Interactive TV), Hybrid Courses (best practices), Video on Demand/Lecture Capture Tools, Expectations/Best practices (from an instructional perspective), Enrollment Management/Waitlist issues, Authentication/Logon and Password Creation, Regular Effective Contact Policy (practical interpretations - what are other schools doing?)

7. **Hub printers:** In November of 2009, the responsibility of maintenance and placement of hub printers was given to Information Services. In an effort to streamline these responsibilities Information Services is in the process of developing a few online forms. Forms to request to move or add a hub printer and to request to purchase a personal printer were distributed for the committee to review. The ISIT Committee was asked to review the forms and approve them for implementation on the Information Services website. There was a review of the terms hub printer and personal printer for the new ISIT members. Members were reminded that college budgets were no longer to be used to purchase personal printers for desktop/office use.

   Questions were asked regarding maximum number of copies for current hub printers. The new hub printers have the capability of assigning a code to each employee that uses the printer so that number of copies may be tracked. Information Services currently receives a report of number of copies made on each hub printer. At this time the feasibility of code use is being evaluated. It was suggested that initially (before the implementation of codes) that a recommended maximum number of copies for the hub printers be determined and implemented to see if that would cut down on hub printer/copier use. A member also suggested that the cost per copy at the hub printer versus the cost per copy at the graphics center also be posted by the hub printers. It was asked that if the code feature were implemented with copy maximums that it come as a decision of the ISIT Committee. This may include privileges being revoked for the offender of the stated maximum. We are charged for the staples for the hub printers.

Action: Bonnie and Judy to acquire a copy of the full hub printer contract to determine how much we are charged per copy.

A copy of an internet based form for submitting work orders for hub printers and requesting supplies was distributed. The internet form can be found at http://ww2.bakersfieldcollege.edu/is/printersupplies. Members were reminded that this is the preferred line of communication for supply and maintenance requests for the hub printers. Be sure to provide the ID number on the hub printer when requesting supplies or maintenance.

8. **Wireless support for students and instructors:** If an instructor has a student using a personal laptop and is unable to connect to the internet please do not expect an Information Services Technician to come to your classroom to resolve the issue. If it is a personal laptop there is a liability issue. A job aide is available to assist the students in logging into the internet wirelessly. It was asked if Information Services could link the job aide to the "capture page."

   Action: Judy to send wireless internet job aide out to ISIT Committee.

   Action: Judy to ask if the job aide can be linked to the wireless internet "capture page."

9. **Lab software:** A handout was distributed to the committee regarding software in labs. The handout requested that software requests for the 2011 fall semester be submitted to Information Services no later than April 30th. It also listed the "base software" in "most" computer labs and encouraged faculty to check the labs that they're teaching in a week before the semester begins to ensure the software requested is loaded. Please see handout in ISIT public folder for additional details. The committee reviewed the form and suggested that the "Horizon Public Access Catalog" be removed from the list because it is a link (not software), change "Macromedia" to "Adobe" and move "Acrobat Reader" to fall under "Adobe." It was shared that most labs are currently running Windows XP, however a few are running Windows 7. The committee also suggested the due date be changed to April 15th.

   Action: Judy to make above noted changes to "Software in Labs" document.

   It was suggested that the e-mail about requesting software for labs go out to department chairs no later than the month of March. Requests will then be due to Information Services in the form of a work order no later than April 15th. This then allows time for Information Services to close the communication loop in summarizing what specific software will be in each lab. Concern was expressed about the time/manpower required to close the communication loop.

   Action: Judy and Bonnie to discuss how to close the communication loop for

software requests for computer labs.

A document regarding Media Services Equipment Requests was distributed. Everyone that needs Media Technology in their classroom are encouraged to let Media Services know via the Media Services Request form that can be found at http://www.bakersfieldcollege.edu/employee/forms/msworkrequest.asp. It was also related that you can find out what technology is in your classroom by visiting the Media Services website.

10. **Closed captioning flier:** A closed captioning flier was distributed to members that discusses the responsibility of the instructor/department to be sure that electronic and information technology (that includes media) used in the classroom is in compliance with Section 508 of the National Rehabilitation Act. There are new ways to store material digitally if you have permission to do so. Please see flier or contact Media Services for more details.

Though the law requires media to be closed captioned you do not have to show media to your classes closed captioned. You should however be prepared to do so if it is requested by Disabled Student Programs and Services (DSPS).

11. **Good of the order:**

The meeting adjourned at 3:27 p.m.