

Information Systems and Instructional Technology Committee

Unapproved Minutes

October 3rd, 2011

2:30 – 4:00 p.m.

Collins Center Conference Room

Attendees: Judy Ahl, David Barnett (ex-officio), Tim Bohan, Brittany Carter, Leah Carter, Michael Einhaus, Manuel Fernandez, Adie Geiser, Erin Miller, Bill Moseley, Melinda Oliver, Kristin Rabe, Margaret Richie, Kirk Russell, Nick Strobel (co-chair), and Bonnie Suderman (co-chair).

Absentees: John Carpenter, Amber Chiang, Greg Cluff, Cindy Collier, Todd Coston, Hamid Eydgahi, Ed Ham, John Hart, Tracy Lovelace, and LaMont Schiers.

Recorder: Candice Sifuentes

1) Review and Approval of Minutes

The minutes for September were approved with minor corrections.

2) Review of Action Items

Action Item: Committee members should go back to their departments to determine if there are any topics that they would like the ISIT Committee to address as a goal in their first report to College Council. Members should then get this information back to Bill no later than Friday, September 23rd. Feedback did take place and was placed in the ISIT Report for College Council.

Action Item: Bill will work on the first ISIT Committee report and sent it out via email for the membership to review before the report is submitted to the College Council. Nick Strobel new ISIT co-chair drafted the ISIT Committee report and sent it out to the committee for feedback.

3) Additions to Agenda

New technologies task force was added to the agenda.

4) Campus Updates

Todd and Kristin are updating the Information Services and Media Services Technology Plan and hope to have a rough draft for feedback from ISIT members at the next ISIT meeting.

National Audio Visual Week will be celebrated on campus this year as BC “Geek Week”,

October 17-21. There will be two days (October 18&19) of workshops. There will be a “dress like a geek” contest. Kristin is soliciting volunteers for a panel of judges to determine “BC’s Biggest Geek”. There will be a prize given to a workshop attendee at the end of the week. A flier on this was distributed (see ISIT public folder). Some workshops maybe videotaped for viewing at a later date.

Going back to the ISIT charge that was discussed at the last meeting, members were reminded that we are a recommending committee that the President takes very seriously and that members have the job of communicating what is discussed back to their department.

Nick reviewed the ISIT Goals for the 2011-2012 academic year (see ISIT public folder). The Faculty Director of Extended Learning Technologies will be pursued through the position request process at Faculty Chairs Directors Council (Goal 2). Students waitlisted for an online course currently do not have access to Moodle class websites. This will be pursued by the three campus Academic Senate Presidents (Goal 5). Goal 8 will address whether we want additional wireless coverage on campus, if so where and when. A survey was sent out this semester to faculty who are teaching online courses. The survey asked questions to determine whether their class is meeting ADA requirements. Results of the survey are now in. Online and face to face workshops are being developed to address shortcomings that were identified from the survey (Goal 10).

5) District Updates

None.

6) Luminis Update

There will be a workshop titled “Peer to Peer: “Inside BC” with Richard Marquez” on how to use the portal with classes and students held on Tuesday, October 18th at 2 p.m.

7) Initial Registration Message to Online Students

Bakersfield College (BC) has no communication going out to students who have registered for an online course and nor does Porterville College (PC). Cerro Coso (CC) has an email message going out to their registered online students. Bonnie distributed a copy of the email to the committee (see ISIT public folder). BC would like to have something going out for our next registration period.

Not all online instructors email their online students initially. Students also don’t know they’re supposed to be using their BC email accounts.

It was pointed out that we need to capture them when they register. This is the only way we'll capture all students. It was recommended that there be an acknowledgement page upon registration that tells students to check their BC email account for online class procedures. A copy of the registration message could also go to their email. It was also suggested that there be a standardized procedure for online instructors where they have a message for students in Luminis directing them as to how proceed with their online course. Contacting students via an automated phone system was also identified as a way to communicate with students.

Brittany, student member, felt that the more information the better. She stated students need to be educated on Luminis though, some don't know about it. This next semester (spring) Luminis will be pushed out more heavily. She was not convinced that a pop-up with an acknowledgement during registration would be beneficial. She has witnessed first-hand that students don't read everything they should.

Action Item: Committee members to solicit ideas/solutions regarding initial communication to online students from faculty in their department who teach online.

Action Item: David Barnett will speak to Sean James or Charley Chiang about initial communication with online students.

8) Information and Media Services Standards

Kristin distributed the Information and Media Services Standards (see ISIT public folder) to the committee. These are standards for the current academic year. These standards will change as technology changes. It was suggested that these be posted on the Media Services and Information Services websites. Staff should continue to go through Media Services and Information Services for quotes on technology equipment. It was pointed out that an "Elmo" is not a document camera. Staff were encouraged to no longer use the term "Elmo". It is a manufacturer that the college no longer purchases from.

Action Item: Kristin and Todd to post the standards document on their individual department websites.

9) New Technologies Task Force

The "New Technologies Task Force" members are: Bill Moseley, Todd Coston, Kristin Rabe, Tim Bohan and Nick Strobel. This group is tasked with "setting policies and procedures to

enable faculty innovation in using new technologies” (Goal #9).

10) Good of the Order

The meeting adjourned at 3:40 p.m.