Information Systems and Instructional Technology Committee
Unapproved Minutes
November 7, 2011
2:30 – 4:00 p.m.
Collins Center Conference Room

Attendees: Judy Ahl, David Barnett (ex-officio), Leah Carter, Amber Chiang, Todd Coston (ex-officio), Hamid Eydgahi, Adie Geiser, Tracy Lovelace, Melinda Oliver Kristin Rabe, Nick Strobel (co-chair), and Bonnie Suderman (co-chair).
Absentees: Tim Bohan, John Carpenter, Brittany Carter, Greg Cluff, Cindy Collier, Michael Einhaus, Manuel Fernandez, Ed Ham, John Hart, Erin Miller, Bill Moseley, Margaret Richie, Kirk Russell and LaMont Schiers.
Recorder: Candice Sifuentes

1) **Review and Approval of Minutes**
   The minutes for October were approved.

2) **Review of Action Items**
   Action Item: Committee members to solicit ideas/solutions regarding initial communication to online students from faculty in their department who teach online.
   This will be discussed in today.

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

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

3) **Additions to Agenda**
   None.

4) **Campus Updates**
   Upgrade of the pay for print system will take place the week after Thanksgiving. The "back-end" of the system will be moved downtown to the district office because all three campuses will be using the system. Printing in the open labs will be free that week (do not advertise this). The cash to card machines are "brand new". IT is trying to determine whether to keep both machines within the Library or move one of them to the open lab in

Student Services. Some backend operations will affect this decision. It was pointed out that the cash to card machine system can be used for more than just printing. It can be used for purchasing meals, paying for parking tickets, and purchases in the bookstore if the college chooses to implement these functions. Todd was asked to discuss the possible relocation of the second cash to card machine with Kirk Russell. Library operations may affect the decision to relocate the second machine.

Action Item: Todd will discuss the possible relocation of the cash to card machine with Kirk Russell.

The helpdesk ticketing systems at the various colleges will soon be consolidated to one titled "Parature". The contracted helpdesk company currently uses this software to log all incoming technology work orders that are placed. This will enable the colleges and district to pass "tickets" (work orders) easily.

School Dude is a helpdesk ticketing system that will be used District Wide by college Maintenance and Operations Departments. This software not only tracks work orders but also has a module that assists with preventive maintenance on campus.

Geek Week went well. The Peer to Peer insideBC Workshop was recorded and is available for check-out. Vanessa Renteria in Financial Aid won biggest geek. Pam Boyles from the English Department won the workshop attendees drawing and the prize was a Dell notebook. Please get any media services technology requests/changes in before you leave for the winter break. On Friday, November 18th at 10 a.m. there will be an "E-Beam" demonstration (new technology) in the Physical Sciences area. Kristin will send more information via email as the presentation date gets closer.

Action Item: Kristin to send more information about "E-Beam" demonstration to ISIT members.

The web server will be moving to Windows 2008 Server that **may not** support FrontPage 2003. If staff members are still using FrontPage2003 it is suggested that they download SharePoint Designer to update their webpages. They're also taking this time to remove "old and unused" websites. This upgrade will take place in mid-December after finals. Luminis statistics update: 8,000-8,500 unique students (across the district) are logging into Luminis each week, 16,500 unique students (across the district) are logging into Luminis each semester, 50% of those students have been logging into Luminis more than six weeks, 20% of those students have been logging into Luminis each week and 500 new students have

been logging into Luminis each week. They believe 500 new students are logging in each week because of messages placed on the website directing them to it. Amber and David will soon begin to communicate the benefits of the portal out to employees and students.

The Technology Task Force has met. Nick questioned what policies exist that is holding instructors back from being innovative with technology. Perhaps some language needs to be crafted to say that it is okay to be innovative with technology.

Adie and Tracy have been crafting an online course for ADA compliance that instructors may take to make sure their online courses are ADA compliant. This class is scheduled to begin November 18th.

A faculty director position was presented to FCDC via the Annual Program Review process. This proposal did not make the top 11 positions ranked by FCDC. There still may be hope. The determinations made by FCDC are recommendations to the President. He may decide to go a different direction.

5) **District Updates**
Bonnie made a proposal to Jane Harmon, interim Vice Chancellor of Education, to bring the ITC group back. The group would report to the Vice Presidents and the Academic Senates. The group would gather information from the campuses and report it to the Vice Presidents and Academic Senates. The group would meet on an as needed basis.

6) **Technology Plan**
Todd and Kristin would like the committee to review what's in the plan and let them know if there are items in there that shouldn't be and/or what should be added. Some of the projects listed are campus projects and some are district-wide projects that affect the campus. This document is needed for accreditation.

Action Item: Committee members were asked to review the Technology Plan and provide feedback to Kristin or Todd by email.

This item will be on the agenda for approval at the next ISIT meeting.

7) **Initial Registration Message to Online Students**
David did speak with the District. Texting students a message on their cell phones is cost prohibitive. The message will be done via the PhoneTree system and be sent out via phone and email. At this time the intent is to get a message out a few weeks before classes start.

A small task force was formed to work on the message to go out to students. Leah Carter, Tracy Lovelace and Bill Moseley will be working with Bonnie on this project.

Can we get course information out to students who are not registered for the course?

Action Item: David Barnett is going to check and see if students who are not registered can get course information.

8) **Network (H drive) Access from Home**
Bonnie read Erin's email that went out via the ISIT listserv to the committee. This is not as "easy" as it sounds. There are some online services that provide the same functionality as the "H drive" and more. Security issues may need to be addressed in regards to what type of information is put on these online service websites.

Action Item: David Barnett is going to speak with Erin about her needs and the solutions that may meet her needs. He'll then pursue this with district and campus administration. An update will be given at the next meeting.

9) **Luminis Auto-Login**
The credentials that you use to login to your computer could be used to automatically open insideBC for you. This will only be done with your campus computer (not your home computer). There is not a push for this, however it can be done. This would get more people into Luminis. It was pointed out that students have a long email addresses that they must login with and this would be a time saver for them. There is a concern for security because of the information that may be obtained within insideBC. InsideBC would have most of the functionalities that one currently has with BanWeb. It will eventually have "workflow" as well.   Classroom exclusion would probably be necessary. How many hours will be involved? The more groups (students, faculty, etc.), the more work. Perhaps we implement for certain groups only? It was felt that there are higher priorities than this.

Action Item: David Barnett will see if we can implement this in "groups" (students, faculty, etc.).

Action Item: Members to get feedback from their department and students on Luminis auto login.

Cerro Coso College wanted auto login only for the students. The President's Cabinet only

wanted it for the students.

10) **Social Media Guide**

An updated copy of the Social Media Guide was distributed to the committee (this may be found in the ISIT public folder). It was pointed out that this is a "guide" **not a policy** on social media for Bakersfield College. It is meant to guide departments, clubs, organizations and services that choose to engage in social media. It is a "how to" and "what don't do" guide for social media. In the future there may be a District policy. Most colleges have some sort of oversight of social media that is linked to their college.

At this time efforts are being focused on the social media types listed in this document. Amber reviewed the guide briefly. Members were encouraged to be accurate. The media does monitor our social media sites. They recently got a story from one. Those that do choose to engage in social media were encouraged to let the Marketing and Public Relations Department know so that they may promote their sites. Members were asked to not create a Linked In page without first contacting the Marketing and Public Relations Department. There are currently 243 FaceBook pages for Bakersfield College. Amber has spent a good portion of her time trying to get control of these. Some have "gone away" and others have been consolidated into other pages.

Action Item: Committee members are to send out the Social Media Guide to their departments for review and feedback.

Action Item: Amber will send out an electronic version of the Social Media Guide to the ISIT listserv.

11) **Good of the Order**

Media Services has been assisting with an interactive class with a college in Spain that is going well.

The meeting adjourned at 3:43 p.m.