

Information Systems and Instructional Technology Committee

Unapproved Minutes

February 6, 2011

2:30 – 4:00 p.m.

Collins Center Conference Room

Attendees: Judy Ahl, David Barnett (ex-officio), Tim Bohan, Leah Carter, Amber Chiang, Todd Coston (ex-officio), Hamid Eydgahi, Manual Fernandez, Adie Geiser, Erin Miller, Bill Moseley, Melinda Oliver, Kristin Rabe, Kirk Russell, and Nick Strobel (co-chair).

Absentees: John Carpenter, Brittany Carter, Greg Cluff, Cindy Collier, Michael Einhaus, Ed Ham, John Hart, Tracy Lovelace, Margaret Richie, LaMont Schiers, and Bonnie Suderman (co-chair).

Recorder: Candice Sifuentes

1) Review and Approval of Minutes

The minutes for December were approved.

2) Review of Action Items

Action Item: If a department needs Media Services to do a job/service for them over the winter break they should get their request in immediately. None were received.

Action Item: Todd and Kristin will visit various areas on campus at the beginning of the spring semester to have discussion about faculty dissatisfaction with technology in the classrooms. To be discussed today.

Action Item: Todd and Kristin will send out a survey to faculty members regarding their dissatisfaction with technology in the classrooms and request specific identification information of the individuals taking the survey so that follow-up discussions can take place. To be discussed today.

Action Item: Bonnie to find out if there is a code that students need to enter online to get the \$1.95 shipping fee. Bonnie sent out email regarding this. It is a \$1.95 flat rate for shipping of textbooks whether they are purchased or rented. No code is needed for the shipping fee. Book orders must be place by January 13th though.

3) Additions to Agenda

Social Media Guide update was added to the agenda.

4) Campus Updates

Both pay for print machines are up and running. They are located on the first floor of the Library and the 2nd floor of the Student Services building (old library) outside of the Student Success lab.

Students are having problems with their pay for print cards. It's not recognizing them ("patron not found"). This may still be a problem from when the pay for print system was upgraded. Some students may not have been imported. Please send students who get this error over to Information Services for assistance.

Kristin distributed a flier advertising two web seminars titled "Best Practices in Faculty Professional Development at the Community College" and "Building College Readiness for Incoming Students." More details regarding the workshops may be found on the flier located in the ISIT public folder in the documents subfolder.

5) District Updates

Technical upgrades took place this past weekend that will enable a Moodle 2.x test instance to be up as early as this week. This test instance will enable instructors to go in and work as if they were running a live class. It will also enable staff to see how well it integrates with Luminis.

6) Discussion on Faculty Satisfaction with Technology

Kristin and Todd did a follow-up survey with faculty. They had about 68 responses. Less than half of those who responded identified themselves. They also conducted seven different discussion sessions on classroom technology around campus. They were minimally attended. In addition to these things, they requested that staff members send them emails about technology. Kristin and Todd came into this meeting seeking more feedback. TV's being too small for students that need to be able to read the closed caption was mentioned on the survey. One item from the survey that will be addressed is training on classroom technology for adjunct faculty. As a result some "just in time" training may take place at the beginning of each semester. Another recurring theme in responses to the survey is that the Humanities and Language Arts buildings either need technology or some technology updates.

Action Item: Nick will send follow-up survey results to ISIT members. Names of survey participants will be withheld.

7) Best Practices for Online Courses

The following email excerpt was read at the ISIT meeting: “A list of best practices for online courses would provide instructors who are looking at setting up an online course with a list of what works best and helps most. It would also provide a list of things for non-online instructors/administrators to look at and gain an idea of good pedagogy online so they know what they are looking at.” The email contained a list of online course best practices set by San Diego Community College.

Members of the committee thought it would be a good idea to have something like this available to instructors who are setting up an online course. There may be concern that this may create a “cookie cutter” for online classes. The point was made that this is a “best practices” and not a “must do”. There may also be concern that this could be used for evaluation criteria. That would not be the case because it is not “bargained”.

Action Item: Nick will forward information from Bonnie about “Best Practices for Online Courses” to the committee for review.

8) Social Media Guide

President Chamberlain asked that the ISIT Committee forward the last iteration of the Social Media Guide approved by the committee to College Council for review and discussion.

9) Good of the Order

It was pointed out that some of the ISIT goals needed to be worked on.

Plan for new technologies, policy and procedural guidelines. The group needs to meet. It is hoped that this policy will encourage faculty to try new technologies and not stifle them. It was suggested that the group put together a proposal (intake) form that would consist of questions such as “Who is going to support this?” and “Who is going to fund this?”

Recommendation on wireless coverage needs to come forth as well. It suggested that classrooms should be included if they are not already. At this time only fifty percent of the campus can access the internet wirelessly.

Software/hardware requests need to be timelier. Software/hardware requests should be made around the same time textbook requests are made. Perhaps this could be done when classes are being scheduled. At the very latest this information should be communicated to Information Services and/or Media Services no later than the end of the semester prior to

your class beginning. To find out if a room has multimedia visit the Media Services website.

Goals need to be discussed at the next ISIT meeting.

Few ISIT forms were filled out with the new Program Review Process. The Program Review Committee is looking at this. It was suggested that if departments don't "own rooms" then perhaps they don't feel they should be requesting/buying technology for them. It was felt that perhaps the purpose of the ISIT form needs to be explained more clearly. It was suggested that Kristin and Todd go to a FCDC meeting to discuss how and why to fill out the ISIT form.