

Information Systems and Instructional Technology Committee

Unapproved Minutes

March 5, 2012

2:30 – 4:00 p.m.

Collins Center Conference Room

Attendees: Judy Ahl, David Barnett (ex-officio), Leah Carter, Greg Cluff, Todd Coston (ex-officio), Manual Fernandez, Tracy Lovelace, Bill Moseley, Melinda Oliver, Kristin Rabe, Kirk Russell, and Nick Strobel (co-chair).

Absentees: Tim Bohan, John Carpenter, Brittany Carter, Amber Chiang, Cindy Collier, Michael Einhaus, Hamid Eydgahi, Adie Geiser, Ed Ham, John Hart, Erin Miller, Margaret Richie, and LaMont Schiers.

Recorder: Candice Sifuentes

1) Review and Approval of Minutes

The minutes for February were approved.

2) Review of Action Items

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

Action Item: Nick will forward information from Bonnie about “Best Practices for Online Courses” to the committee for review. Nick sent the “Best Practices for Online Courses” information out to ISIT members via email.

3) Additions to Agenda

No additions to the agenda.

4) Campus Updates

Patrick Ferree, PC technician, has taken a promotion to a systems administrator position at the District Office. George Jenkins has replaced Patrick on temporary basis. Monty Snyder has decided to retire effective June 30, 2012. Monty will be on vacation the remainder of his time at BC.

Some of the Measure G SRID money at the District may assist BC in adding more wireless coverage to the campus. This will address some of the comments made on the Faculty Technology Satisfaction Survey. Porterville College, Cerro Coso College, and the Delano Center all have 100% wireless coverage. After addressing wireless coverage Information

Services will look at addressing capacity. At peak times on campus there may be up to 3000 people accessing the network wirelessly. Once the access points are at full capacity wireless access may be denied or those already on the network may experience a network slowdown.

Kristin distributed a flier regarding a technology demonstration that will be taking place on March 23rd at 10 a.m. in Student Services 3A.

The Accreditation document is now available for review. ISIT members are encouraged to review sections 3A (instructional technology) and 2A (specifically for Distance Education). The document is available for review and comment until March 16th. The Accreditation document is available in print at the President's Office, the Academic Senate Office, and at the Library Circulation Desk for check-out (2 hours or overnight). Distance Education is also discussed in the introduction of the Accreditation document. There is some language about the completion of the Substantive Change Report. Any degrees that Bakersfield College offers that have fifty percent or more of the required classes online must be approved by the state.

The Distance Education Coordinator position will eventually be filled. The position was documented in the Accreditation Report as needed and Bonnie has a meeting with the Executive Vice President and Human Resources about it this week.

5) District Updates

This week people will be trained on a new module in Curricunet on assessment. Trainings will be taking place in L160 and during Assessment week.

6) Faculty Satisfaction Survey Follow-Up

The technology resources section of the accreditation document has been updated with the feedback provided from the follow-up survey. Todd and Kristin have followed-up with some of those people who provided contact information on the survey to talk about their technology concerns and will continue to do so. They've actually resolved some of the problems noted on the survey.

Action Item: Todd and Kristin will give a brief report at the next ISIT meeting on their meetings with those that responded to the follow-up faculty satisfaction technology survey.

7) Best Practices for Online Courses

Bonnie asked for volunteers to create a list of best practices for online courses. Leah Carter volunteered. It was noted that other community colleges have best practices for online courses that we might borrow from. Members were encouraged to send Bonnie names of online instructors who might participate in forming this document.

Action Item: ISIT members to send Bonnie names of online instructors to assist in creating the best practices for online courses document.

8) ISIT Form/FCDC APR Discussions

Department Chairs were confused with the way they were presented the ISIT Form this year. Department Chairs have asked that next year the ISIT and M&O forms be imbedded in the Annual Program Review (APR) form and not be a separate link. Some of the ISIT forms were routed incorrectly. Even though these are bad budget times, ISIT forms should still be filled out. If funds become available for technology only those with completed ISIT forms will be considered. It was asked if Department Chairs could get feedback once their APR forms have been received. Bonnie and Kristin will take these suggestions to Nan and the Program Review Committee (PRC).

Action Item: Bonnie and Kristin will suggest to Nan and the PRC that Department Chairs get feedback once completed APRs are received.

9) ISIT Goals

- Develop at-risk student flag system for online courses. – This goal is now an actionable improvement plan in the Accreditation document. It's contingent upon a DE Coordinator being hired. The flag system would be connected with Banner, and would be automated system driven by information within the course management system.
- Get approval for and hire Faculty Director of Extended Learning Technologies. – The position can still continue to be a goal. It did not make the FCDC list of recommended positions to hire.
- Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends. – This goal needs to be addressed.

- Fine-tune “ISIT form” in Annual Program Review (APR). – At this point there have been no complaints on the revised ISIT APR form.
- Review board policy with the other colleges to create a reasonable policy of waitlisted students access to Moodle class websites. – Waitlisted students having access to class information has yet to be discussed amongst the three Academic Senates. Bonnie has also proposed to resurrect the Instructional Technology Committee (ITC) to the Associate Chancellor of Education, Jane Harmon. ITC would report to the three college Vice Presidents. It was reported that Cerro Coso College does not want waitlisted students to have access to class information. Some committee members felt that BC needs to decide what they want to do and move forward. It would be difficult and require a lot of man hours to allow waitlisted students access to course management material for one college only. It is unlikely that the District would even allow this. It was suggested that this may confuse students more than aid them. It was pointed out that BC’s Academic Senate only gets one vote. What is trying to be achieved with waitlisted students having access to the course management system could be achieved by sending them an email. Perhaps this could be rolled into the “best practices” document. This should continue to be a goal until we hear from the Academic Senates.
- Get input of missing functionalities in Moodle and create recommendations to fill in the holes. – Missing Moodle functionality may be addressed by Moodle 2.2.1. Some things that need to be addressed need live student interaction. A test pilot of Moodle 2.2.1 may take place in the fall semester. Testing with how Moodle 2.2.1 integrates with Luminis must be done prior to that.

There will probably need to be some targeted training about the changes in Moodle 2.2.1. This may be accomplished with short video trainings done with Jing and face to face trainings.

- Re-allocate computers to desktops as computers become available from computer labs. – Ongoing.
- Come up with recommendation on extent of wireless coverage to entire campus and timeline for such recommendation. – Extending wireless coverage was briefly discussed above. No timeline is available at this time. It could be 6-12 months. It is dependent on plans that must be submitted and approved to use SRID funds.

- Plan for usage of new technologies that can be used campus-wide in classrooms (e.g., clickers, iPads, or other up-and-coming cool things) that includes enabling faculty innovation with the testing of new tools in some classrooms while maintaining integrity of the campus network. – Kristin distributed preliminary language to review (posted in ISIT Public folder) regarding use of new technology and faculty innovation on campus. Bill Moseley, Nick Strobel, Todd Coston, Kristin Rabe, and Tim Bohan drafted language.

Kristin briefly reviewed the innovative technology pilot program with the committee. Those that are interested in piloting new technology would fill out a proposal form that identifies the new technology, the funding for the technology, and the impact to the program/class if the technology is not provided. This form would then go to Information Services (IS) and/or Media Services (MS). An informal meeting would then be had with IS and/or MS to discuss installation and support of the technology and its impact to existing technology. Feedback to IS and MS on the use of the new technology is expected. The language of the program goes on to discuss how standards-based equipment is selected and the parameters for college support of hardware and software.

Action Item: Kristin to send out preliminary language addressing new technology usage to the ISIT Committee for feedback.

- Develop evaluation systems to verify ADA compliance in various modes of Distance Education, and provide the necessary resources (online and in person) to meet these requirements. – Completed. A survey was developed at the beginning of the fall semester to determine which classes are ADA compliant. A workshop was then developed on ADA compliance and presented face-to-face and online. At this time faculty are being relied upon to tell us whether or not they are ADA compliant. We do not have the staff to go out and check every online course for ADA compliance.

10) Good of the Order