ISIT Committee Meeting Minutes
November 4, 2013

Members in attendance: Todd Coston, Nick Strobel, Judy Ahl,
Barbara Braid, Leah Carter, Amber Chiang, Greg Cluff, Heidi
Forsythe, Christy Haycock, Tracy Lovelace, Gabi Martin, Lily
Martinez, Matthew Garrett, Bill Moseley, Kristin Rabe, Ron
Schott, Isabel Stierle, Lidia Torres, Cindy Hubble

REVIEW OF MINUTES
Topics included:
-Campus and district updates
-SARS ALRT
-Viewing new website
-Faculty lead on TIPD
-Technology requests introduced
-Student orientation
-Computer allocation task force
-AIP
Moved and approved, minutes accepted

CAMPUS AND DISTRICT UPDATES

Multi-purpose Rooms: Kristin Rabe
Discussion about **multipurpose rooms**, document distributed
referring to allocation of technology equipment for these
multipurpose areas.
Ex. Lev 40, SE lecture halls, forums
Kristin pulled up the related documents and separately lists
these rooms, equipment may come from Media Services, although
grants may help with paying for these rooms.
Question: What constitutes a multi-purpose room? lab, lecture
halls, multiple-department rooms

TIPD: Bill Moseley
Offer a single MOOC for a pilot study and gather some data
In person lectures, offered as a separate but parallel class,
identical to the MOOC, free and available to the college
community; a student who finishes the MOOC will have done the
same thing for the online class, may need to register for the
class if seeking credit. "Try out" the class.
Successful completion of the MOOC is not necessarily the measure
of the MOOC. Realign how we look at some classes, have a sense
if the students will even sign up for a MOOC, how they behave,
persistence, attract students to our regular online classes.
THIS MOOC **WILL ALLOW US TO GATHER DATA.**

Midterm report will come from Bill.
Suggestion: offer a slightly larger class in the fall to increase the MOOC data gathering. Low cost since material is ready to go. Training and working in the fall with faculty, do so with the various depts as part of their regular course offerings.

Question: How to advertise? Possibly Facebook
Counseling? First couple of weeks, enroll in this class, seeking counselors, no matriculation for the MOOC, Bill expects low enrollment, low enrollment limit by bill. Students are not expected to call counseling and/or A&R

Will reconsider how this impacts these areas later if we expand.

Question: How to interact with the students in the MOOC? little interaction
Communication with MOOC students as part of the data collection.

Question re A&R: potential for disaster, already discussed with Sue Vaughn.
Students should expect to work on the MOOC class as an independent entity.

Complications with MOOCs regarding Contract, scheduling issues, union issues, etc.

BLOG TO BE LAUNCHED: BC-TIPD.net/blog
To be launched in a few weeks, will cover how to effectively use technology in the classroom, ennovation, and professional development.
BUDGET COMMITTEE MEMBERS ATTEND MEETING
People will observe us during today's meeting to see how we prioritize and to see if we relate choices to BC's strategic goals.
Nick and Todd got questioned about info from a researcher, every recommendation that we had on technology.....we have met our recommendations.
As a campus, we understate all the things that we do. We are in really good shape.

OFFICE 2013 is next version to be put on computers in labs and teaching classrooms. Some depts want to wait.
ACTION ITEM: CHECK WITH EACH DEPT WHETHER TO INSTALL OFFICE 2013; MUST RUN 2010 or 2013, not both.

Question: Has the software been tested in working with other

software on existing computers? Only as necessary. Some departments may use more extensive software materials not yet tested. If instructors want to test their use of software packages, they can do so on the testbed computers in IT to give the IT staff an idea of the depth that faculty are potentially going to use software packages.

CLASSROOM TECH VoiceOverIP (VOIP) Huge project with the phone system to be updated. Need to go to VOICEOVER I P, BROADCAST MESSAGES, FULL PHONE SYSTEM REPLACEMENT AND ADDING PHONES TO THE CLASSROOMS
Where do departments want phones to be placed in classrooms and labs? Back of room, front of room, instructor stations, emergency situations, etc. Plan to standardize in all the classrooms, but get some feedback from our areas.

ACTION ITEM: Talk to all employees at meetings about where they think phones should be placed. Phones now work with the computer network.

Question: Tested phone system with high technology software?

Digital phone, voicemail gets sent as email attachment, can answer in office from the computer if you have a headset that will require some training in location.

Summer of 2014: expected process at BC, tried at other campuses
Question: Texting students for a future topic.

Question? power goes out.......how to deal with, IBF ROOMS ups equipment to keep some power available, earthquake

TECHNOLOGY REQUESTS
Annual program review ex, from Nick Strobel's APR
points and priority, rubric for the points
Replacement for a stolen device, older device, etc.
Have an existing Funding source: how does it impact the campus?

Points organized by increasing value and how prioritized.
Moratorium to hold off on starting new labs because we need more staff support.
One person hired: half shared by C6 funding and half by STEM.
Wireless keyboard and mice, need for more batteries and problems with theft: monitors may be better.
Need more discussion in the future.

Question: total cost? Represents everything in the column, not just those that have funding.

How much money available? Prioritize in case money is available, we will see in spring how much we can spend.

"Needs funding" area, can have more discussion in the future.

Discussion begins working up the list starting at
4th line from bottom summer project ag building tech
Business bldg
Work being done in these areas already, so address the tech right away.

-Forum east and west. M&O work done, but not tech

-5-year replacement plans $60k for Media Services (such as projectors and other AV equipment)

-5-year replacing plans for about $720k for Information Services (computers = $500K, network infrastructure = $250K)

-All else beyond that are requests are from unique depts

Question: How to make a decision about which to replace? 500 oldest would be first

Question: about the "needs further discussion", do these get left out, forgotten.
May come back on the list
May need to reevaluate next year,
Ex. computer lab will not happen now

"Needs further discussion" Kristin suggested
New spreadsheet will be put together to give details about this aspect.

EX: on culinary arts for a new computer lab, cost only includes hardware, not back end support

Tentatively funded for 5-year replacement plan, but some funding got yanked.
Sonya would like to have a 3-year replacement plan.

Technology classrooms, could be in $720k of 5-year replacement plan

Suggestion: Sort all by cost to knock out numerous small
samples, look at the dept ranking.

Will get an updated list before the next meeting related to
questions presented today.

Adjourn at 4:18.

Minutes taken by:
Isabel Stierle
Biology Department Rep