

ISIT Report — February 3, 2014

*Present:* Judy Ahl, Tim Bohan, Leah Carter, Greg Cluff, Tracy Lovelace, Matthew Garrett, Kristin Rabe, Ron Schott, Lidia Torres, John Hart, Cindy Hubble, Bill Moseley, Kirk Russell, Isabel Stierle, Todd Coston, Nick Strobel

*Absent:* Heidi Forsythe, Christy Haycock, Lily Martinez, Primavera Arvizu, Barbara Braid, Amber Chiang, Brent Damron, Gabi Martin, Richard McCrow,

Minutes for December 2013 meeting approved as originally posted. Tim Bohan minutes taker for February 2014 meeting.

#### Issues Impacting Students and Teaching

1.

*Faculty Lead of TIPD's website*—about technology, innovation, and professional development is at <http://bc-tipd.net> . Bill Moseley has created a space for faculty to easily share ideas and resources, discover new technologies, and see what our colleagues are doing with technology.

2.

*Open ("mini-MOOC")*—class on web development is taking place in parallel with the regular for-credit class. The open class does not have as large an enrollment as hoped for but there should be enough to get some statistics of student success and instructor-student interaction. One hundred people had expressed interest in the class and 52 have signed up so far. Students in the open course will not get college credit for the class, so they are taking it purely for their own edification. Publicity for the class got out a bit later than expected, so the numbers are lower than hoped for. District administration is hesitant to offer courses in this format, but campus administration has been in support of this experiment. Offering future open courses is uncertain.

3.

*VOIP telephone (classroom telephones)*—project continues moving forward. Over this semester campus IT technicians will be inventorying all of the phones in use (type: digital IP and regular analog and their location) on campus and the location and "network address" of each of the network ports in classrooms and offices. Delano will be switched over to the voice over internet protocol (VOIP) technology at the beginning of the summer 2014 session and the main BC campus will be switched in few weeks before the fall 2014 semester. Our VOIP phone system will use the internet/computer network cabling and give us new capabilities such as listening to voicemail via our email and installing classroom emergency phones into the network jacks. The VOIP phone system is already installed at the District Office, at Porterville College, and at Cerro Coso. Bakersfield College is the HUGE installation base in the district, so

they wanted to install it at the smaller locations to have them work out the bugs. Also, the VOIP system does have UPS power back-up in the event of power outages.

4

*SARS-ALRT early alert*—hardware is ready to go. What needs to be figured out now is the personnel implementation: who is going to do the follow-up on a particular early-alert need. SARS-ALRT was funded through the C6 grant so there is some urgency in getting it up and running in time to get student success data from use of the system in the report that must be file with the C6 granting agency.

5.

*STEM "digital signage" monitors*—proposal was discussed at ISIT and some more research needs to be done before we move forward on the STEM grant-funded proposal. The digital signs (flat-screen monitors) would inform students on STEM events, campus events and academic and financial information, including hours of transfer mentoring, supplemental instruction, special speakers, MESA, Habits of Mind, support resources, etc. CSUB Science buildings are currently equipped with these monitors. The science departments would like to mirror their approach to communicating with students. Some of the issues that need to be worked out or clarified are: how will the content will be updated, what happens to the equipment after the grant is finished, who will provide support for the equipment during and after the grant, how will the digital signs be secured from theft or vandalism, and impact of the streaming video over our campus network. After those issues are dealt with, then we'll need to see how that fits into queue of other technology projects with our limited number of personnel.

#### Other Items of Note

1.

*Absence announcement broadcast*—request from FCDC was discussed and ISIT concluded that simpler mechanisms already exist. The request was for a one button-sort of click that allows faculty to create a single absence announcement that will notify students of the specific class(es), the department assistant, the educational administrator, and the department chair. Something like that in InsideBC would require a bit of coding at the district level and keeping track of each instructor's supervisors and department assistants in an automated way in the Banner database from which such an "attendance/absence announcement blast" system would draw. ISIT thought the class cancelling message could easily be done by instructors via email groups in their contacts software with a CC to their department chair, department assistant, and dean. It is a matter of showing faculty how to set up the email groups or email listservs in either their Outlook or with the listserv software we already have. Email addresses and phone numbers can be easily downloaded from the class rosters in InsideBC/Banner. For example, the ISIT chair downloads his class rosters into Excel spreadsheets and uses Excel functions to create the text for a file that can be uploaded to the astronomy class email listservs hosted on the listserv.bakersfieldcollege.edu server (talk with Greg Chamberlain about learning

how to use the Excel functions). Free software like "Remind101" provides a safe way for teachers to text message students. Messages sent in this text-blast are one-way, so students couldn't reply (and overload your phone).

2.

*Task force on updating the ISIT Technology Request form*—An ISIT taskforce will present a draft proposal to ISIT at the March meeting. We will develop an additional technology request form for office computers that would be turned in with the program review forms. The current ISIT technology request form with this year's program review was just for program-wide (instructional or administrative) technology usage and not for personal office computers. The new form will have a rubric and/or data fields to determine which few users are "power users" needing beefed up hardware in contrast to rest of us mere mortals who can get by with an ordinary computer. Criteria will be based on things like what software will be used on the computer for developing instructional/lecture materials or for administrative tasks, how much that beefed up hardware will be used for those hardware-intensive tasks ("magnitude of use"), and the age of the current computer will need to be considered. Probably the bulk of the task force's time will be in developing the rubric questions + scoring for the office computer requests. Taskforce members: Todd, Kristin, Tim, Judy, Ron

3.

*Campus wide survey on technology usage and needs*—is supposed to happen sometime in March or April according to the college's response to Recommendation #7 in the accreditation follow-up report. In Recommendation #7 ISIT (the college) said:

"The third method for assessing technology is a very broad annual survey that will go out to all college stakeholders. The survey is much broader than the targeted questions of the first method (AM1) mentioned above and casts a bigger net for assessment than the second method (AM2) mentioned above. The next annual assessment will happen in mid-Spring semester and questions have already been identified, vetted by the technology committee, and are submitted as evidence for this recommendation."

The survey questions are posted at <http://accreditation.bakersfieldcollege.edu/follow/files/C7/BC7-6.pdf>. We need to find out from IRP if there are other committees or groups that will be needing campus wide surveys this spring.

Adjourned 3:55

Next Meeting: March 3, 2014