Information Systems and Instructional Technology Committee
Unapproved Minutes
April 7, 2014
2:40 – 4:10 p.m.
Collins Center Conference Room

Attendees: Leah Carter, Greg Cluff, Heidi Forsythe, John Hart, Bill La, Gabi Martin, Erin Miller, Bill Moseley, Kirk Russell, Isabel Stierle, Nick Strobel (co-chair), Lidia Torres

Note Taker: Kirk Russell

1. Minutes of the March 3rd meeting were reviewed and approved with a minor correction to the spelling of Kristin Rabe's name on item #2.
2. Nick made one addition to the agenda under campus updates – discussion of the Mission Review Team survey.
3. Campus updates:
   a. **Technology Plan**: The campus technology plan will be revised over the summer and will be reviewed by ISIT in the September meeting. It will include contributions from the faculty lead of TIPD, infrastructure needs, and what we need to develop predictive analytics.
   b. **ISIT Faculty Co-Chair:** Nick indicated it's time for him to take a breather from co-chairing the ISIT Committee and encouraged anyone interested in chairing the committee to inform the Academic Senate office. Nick reviewed the position requirements and the required meetings.
   c. **Mission Review Team:** Nick reported that Nan Gomez-Heitzeberg and Kate Pluta have been charged with reviewing and revising the college mission so that the college strategic plan can be revised accordingly. They are asking that campus employees, and especially members of the ISIT Committee, take a survey to help guide the revision. The survey can be found on the Mission Review Team website and Nick has a link to it on the electronic version of the agenda for today's meeting.
   d. **Faculty Lead of TIPD Update:** Bill Moseley presented a mid-term report for the open course he's currently teaching. Statistics showed differences in activity and engagement between the open course students and the official course students. Bill reminded the committee to not put too much stock in the numbers, considering that the open course students may have different motivations for taking the course than the official course students. The open course does provide positive attention for the college. Bill continues to extract data and will make another report in a couple of months.
4. **Additions to the ISIT Committee Charge**: In keeping with the goal of aligning accreditation standards with the charge of the committee, it was recommended that two additional items be added to the committee charge. These additions, #8 and #9, were discussed and approved by the committee as written.

5. **ISIT Technology Request Form**: The committee reviewed and approved the Technology Request forms, both instructional and non-instructional, as they were recently revised by Todd Coston and Kirstin Rabe.

6. **Campus-Wide Survey of Technology Usage and Needs**: Nick presented a draft of the survey which will be sent out campus-wide to assess how technology is used and supported on campus. The committee made suggestions for revisions to better clarify some of the questions and to gather more information. The goal is to have the survey open by Wednesday, April 9th (although it actually opened on Tuesday, April 8th), and to have it close on April 24th, in time for discussion of the results at the May ISIT Committee meeting.

7. **ISIT Committee Accomplishments**: The committee reviewed the twice-yearly committee report regarding goals and accomplishments of the committee throughout the year. A few suggestions for revision were made. The report will be submitted soon.

8. **Meeting adjourned at 4:15 p.m. Next meeting May 5, 2014, 2:40 p.m.**