Information Systems and Instructional Technology Committee
Unapproved Minutes
May 5, 2014
2:40-4:05
Collins Conference Center

Attendees: Bill Moseley, Kirk Russell, Heidi Forsythe, John Hart, Erin Miller, Cindy Hubble, John Hart, Lily Martinez, Isabel Stierle, Kristen Rabe, Bill La, Todd Coston (co-chair), Nick Strobel (co-chair)

Note Taker: Cindy Hubble

1. **Minutes of the April 7, 2014 meeting were reviewed and approved.**
2. **Campus and District Updates:**
    a. Bill Moseley: Title V "Making It Possible" –Bill is still working on technical pieces to the grant plan. This piece could be an alternative learning environment for cohort students who are part of the grant. More work will be done over the summer; however, Bill will finalize plans with the grant writer by the May 9th deadline.
    b. Bill Moseley: Summer Technology Workshop Series—May 19-21st. Bill Moseley and Tracy Lovelace will run the sessions (two per day—10:00-noon and 1:00-3:00). Faculty may attend any combination of the classes. Bill will lead the morning sessions ("Flipping the Classroom," "Engaging Students Online," and "Unleashing Students' Creativity"); Tracy will put the theories into practice in the afternoon sessions.
    c. Kristen Rabe: Areas with technical needs should notify Kristin (audiovisual technology) and Judy Ahl (computers) by next week.
    d. Proposed new IT manager positions for 2014-15 were discussed. 1) IT Security Manager position ($123,000 a year)—this has been a need for ten years. Because we store personnel records as well as student information on a network, we are at high risk for identity theft. For example, if SS #'s were exposed, it would cost millions of dollars to fix. This hire would also deal with other attacks to our system. Hiring consultants is another option, but consultants would most likely be more expensive. 2) Portal Administration ($103,000)—this person would most likely manage InsideBC/CC/PC issues.
        3) IT Project Manager ($113,000)—this hire would handle various technology projects from start through completion. This would help eliminate the "ball being dropped" on long-term projects by people who are early supporters, but either lose interest or have other responsibilities that keep them from seeing the project through to completion.
        **These positions would cover the entire district and would be additional positions, not replacements. Again consultants could be brought in, but they would be more costly.
3. **Campus-wide survey of technology usage and needs**: Survey results are now available. We received 138 responses--Nick reviewed the written survey responses and noted repeated comments: the need for more technology in the classrooms and the need to update classroom and office equipment. These comments will help determine ISIT goals for next year.
    *Todd noted that the top ten items on the prioritized ISIT request list will be funded (see the Excel spreadsheet in the Resources section of the ISIT website). Great news: Telephones will be in all classrooms by Fall! Also, we will be moving towards using NetSupport School in the computer labs and phasing out Vision (which isn't as compatible with Windows 7).

    *Next year's Technology Needs Survey should include a question about how much personal technology from home is being used at work. Are people bringing their own technology because the school's isn't working or because they prefer their own?
4. **BC website "power group"**: We need a group of power users to advise Shannon Musser. This group would advise the webmaster and share the workload by providing feedback regarding campus needs and assisting in training others. Issues could be handled via email (virtual meetings). Erin Miller, Bill La, Heidi Forsythe,

Todd Coston, and Nick Strobel volunteered to be part of the "power group." Contact Shannon if you would like to participate.

5. **Title V (see comments under 2a).**
6. **Keep AIP #2 in mind—is it sustainable?**
7. **Meeting adjourned at 4:05. Next meeting September 8, 2014**

Nick Strobel is stepping down as ISIT co-chair; thank you for all your hard work!