Information Systems and Instructional Technology Committee
**Unapproved Minutes**
October 6, 2014
3:00 pm – 4:30 PM
SGA Executive Board Room

**Attendees:** Vanessa Bell, Judy Ahl, Heather Keldgord, Bill Moseley, Kristin Rabe, Gabi Martin, Brent Damron, Reg Autwell, Richard Marquez, Todd Coston, Kirk Russell, Tracey Lovelace, Anthony Culpepper, Leah Carter, Amber Chiang

**Minutes Recorded By**: Heather Keldgord

1. **Approval of Minutes**
    a. Verbally reviewed by Richard Marquez, motioned for approval by Kirk Russell, seconded by Kristin Rabe, approved by all

2. **Campus District Updates**
    a. **Performing Arts Center** – Kristin Rabe
        i. We can now get into the PAC
        ii. Installs should be done by the third week in October
        iii. STEM and Chemistry projects are next
        iv. There will be events in October but they are NOT the official opening
    b. **Program Review** – Kristin Rabe
        i. There are 36 ISIT requests (about 3-5 requests per big project request)
        ii. Requests will be reviewed by Todd Coston, Judy Ahl, Kristin Rabe, and Richard Marquez and prioritized
        iii. Modify directives to fill out next time by next week for review
    c. **M&O One-time Monies** – Todd Coston
        i. Monies are used to address infrastructure, M&O requests, Libraries, etc
        ii. Todd Coston, Judy Ahl, Kristin Rabe, and Richard Marquez working on prioritizing list
            1. Rad-Tech/Nursing gets largest portion to replace equipment that is no longer working
            2. New seating in SE lecture halls
            3. Technology in forums and high use rooms such as audio, etc
            4. 4 -5 rooms in Fine Arts and Language Arts have no technology
            5. Switchers needed in Delano lecture halls
            6. WILD building had 3 rooms without technology
            7. FACE outdoor theater is wireless
            8. Wireless cart needs replacing

3. **Review/Approval of 2014-2017 Technology Plan** – Todd Coston
    a. Plan has been shared at Cabinet, college Council, and ISIT
    b. Issues with consistency and grammar have been fixed
    c. Motioned for approval by Lead Carter, seconded by Kirk Russell, approved by all

4. **Program Review Technology Requests** – Kristin Rabe
    a. See above 2b

5. **ISIT Goals 2014-2015**
   a. Motioned for Approval by Gabi Martin, seconded by Leah Carter, approved by all
      i. Review and update the Program Review-Technology Request Form.
         1. Improve process on back end including estimates for projects, quotes from vendors only good for 30 days and projects never completed within that time frame
         2. Old forms are being used or requests are not technology related (i.e. M&O)
         3. No budget for entire list
      ii. Participate in the mid-term accreditation report and provide ISIT documentation as evidence.
      iii. Review and prioritize requests from the Annual Update process.
      iv. Develop technology survey for students.
      v. Come up with a list of possible technology professional development opportunities to recommend to the Professional Development Committee.
   b. Other goal not listed above?
      i. Student Computer Labs
         1. Reg Autwell to write up formal request delineating deficiencies and justifications
         2. Where would new labs go?: FA-60, FACE-15,
         3. Delano only has 3 labs (2 in main and 1 in portable)
         4. Cost is more than just the computers, also includes data, power, technician support, etc

6. **Accreditation Discussion – Todd**
   a. Accreditation (done every 6 years) includes a self-evaluation which is submitted to ACCJC who then reads the reports, visits the campus, talked to different areas and writes their own report. They make commendations and recommendations.
   b. Last accreditation they made recommendation to implement assessment process for our technology review which we had to respond to (see response below). The response was approved by ACCJC
      i. Annual survey to employees
      ii. Targeted surveys to areas with new technology (i.e. Short throw projectors in MS)
      iii. In our program review we assess technology in specific areas, changes in that technology, and ask how to improve the technology
   c. We are now working on Midterm report which include 5 standards that affect technology
      i. Each standard is assigned to 2 Co-chairs (Todd Coston and Richard Marquez)
      ii. No visitation this time but shorter written report
      iii. Each standard will have one paragraph to cite evidence we are addressing it
      iv. One new standard: "The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes." This is being addressed by the following:

1. Video caption policy
2. ADA/508 compliance
3. FERPA
4. New technology is reviewed by tech committee
5. Accessibility – JAWS, braille systems, etc.

**Next Meeting:** November 3, 2014, 3:00 -4:30 pm, SGA Executive Boardroom

Respectfully Submitted,

Heather Keldgord