

Information Systems and Instructional Technology Committee

**Unapproved Minutes**

March 2 2015

3:00 pm – 4:30 PM

SGA Executive Board Room

**Attendees:** Darren Willis, Bill La, Judy Ahl, Heather Keldgord, Kristin Rabe, Gabi Martin, Brent Damron, Reg Autwell, Richard Marquez, Todd Coston, Kirk Russell, Leah Carter, Adel Shafik, Greg Cluff, Erin Miller, Cindy Hubble

**Minutes Recorded By:** Heather Keldgord

**1. Approval of Minutes**

- a. Verbally reviewed by Todd Coston, motioned for approval by Leah Carter, seconded by Greg Cluff, no abstentions, approved by all

**2. Campus/District Updates**

**a. Technology Conference Re-cap**

- i. Presentations from Wednesday and Thursday are online for viewing,
- ii. Overall responses to the conference were good, attendees felt it was interesting, reached a wide audience, and focused more on using technology as a tool for teaching to allow students to explore and make lessons more interactive

**b. Telephone System Outage**

- i. Exact cause could not be pinpointed
- ii. Broadcast system is not set up yet but is being worked on then will be tested. There was discussion on whether we need 3 notification groups: classrooms, employees, and everyone. We discussed coming up with scenarios where each may be used. Todd felt in an emergency, everyone needs to know and we probably only need one group.
- iii. The original project only replaced existing digital phones and added phones to the classroom. Analog phones were not included in the original project but will be replaced over the next few years. 100 phones have been ordered and are in the process of being placed now.

**c. Others**

- i. Call for proposals for online conference in June in Long Beach – See Kristin's email from Thursday
- ii. CAS workshops for students have been established and videos made, will continue to make more

**3. Review/Discuss Response to Cerro Coso Online Proposal**

- a. Cerro Coso wants to create an online management system for KCCD similar to the State OEI. Nan is sending a response with the help of Bill Moseley, Andrea Thorson, Leah Carter, and Todd Coston. Concerns with this system include: where would FTES go, students do better with online classes when they are geographically near, automatic enrollment of students off of waitlists, etc. Response will be presented at the next Chancellor's meeting

**4. Revise Program Review Assessment Questions**

- a. Reviewed answers to Technology Assessment Questions from Program Review. Many departments did not answer, only wrote “no,” or answered incorrectly. Kate Pluta and Kristin Rabe started revising questions to give more clarity and increase correct answers
- b. Concerns with questions include what to do when departments teach all over campus in different buildings and the definition of “program”
- c. Suggestions for question revisions included adding existing technology along with new and repurposed technology and including student success in the first question.

**5. Revise Program Review Technology Request Form**

- a. Todd Coston has a budget for ISIT requests from Program Reviews. Currently almost all of this is being used for hardware replacements (computers over 5 years)
- b. Review both the Instructional and Non-Instructional Request Forms and bring feedback to the next meeting
- c. Early suggestions include eliminating the estimated cost since it creates extra work for Judy Ahl, estimates usually expire by the implementation of a project, and many times estimates are not based on the entire project.

**Next Meeting:** April 6, 2015, 3:00-4:30 pm, SGA Executive Boardroom