Information Systems and Instructional Technology Committee
Unapproved Minutes
September 14, 2015
3:30 – 5:00 p.m.
Levinson 40

Attendees: Judy Ahl, Arnie Andrasian, Tim Bohan, Leah Carter, Todd Coston (co-chair), Greg Cluff, John Giertz, Cindy Hubble, Matt Jones, Tracy Lovelace, Bill Moseley, Richard Marquez (co-chair), Gabi Martin, Erin Miller, Kristin Rabe, Kirk Russell, Darren Willis

Note Taker: Kirk Russell

1. Approval of the minutes of the May 4th meeting was deferred until the next committee meeting on October 5th.
2. Members of the committee for the 2015-16 academic year introduced themselves.
3. Todd Coston presented the role of the committee and outlined the college technology process.
4. Todd reviewed the committee charge.
5. **Campus/District Updates:**
   a. **Pay for Print:** Todd reported that there are still problems with the pay-for-print process in campus labs, which changed over the summer. Rather than using student ID cards to pay for print jobs, students now load an online account with funds. The software provider should have a software upgrade available soon that will hopefully improve the situation.
   b. **TIPD:**
      i. Bill Moseley reminded the committee that the online orientation for students is still available and is not getting as much use as hoped. The orientation program is designed to let instructors both assess their students' preparation for taking an online course, and to help students develop the skills needed to be successful in online courses. The program is continually being improved.
      ii. Bill discussed Canvas, the course management system used by the state OEI (Online Education Initiative). Though the KCCD now uses Moodle district-wide, Bill recommended that BC begin evaluating Canvas as a possible replacement for Moodle. He believes Canvas is better than Moodle, and reports that both Cerro Coso and Porterville faculty are testing it and favor making a change. The district pays for Moodle, while the Canvas would be available free (at least through 2018) to the district, without the need to join the OEI. Todd mentioned the possibility of making this a committee goal for this year.
   c. **Program Review:**
      i. Kristin Rabe said that annual program reviews are due to department managers by this Friday and the following Friday to the Program Review Committee. The committee anticipates having the reviews back to departments by mid-October.
      ii. Kristin informed the committee that an Accessibility Awareness Taskforce has been formed and handed out a trifold that reminds faculty that all materials

must be accessible to individuals with disabilities. She also reminded the committee of the availability of CCC Confer.

 iii. Kristin also reviewed public performance rights with the committee. She reminded us that movies cannot be shown on campus for fundraising or non-classroom public performance without first obtaining public performance permission. A document which offers clarification is found on the ISIT Committee website and will be posted elsewhere soon.

6. **Committee Goals:** Todd reviewed last year's goals with the committee, all of which were completed. He also reviewed the four initiatives from direction #3 of the Strategic Directions document that pertain to the ISIT Committee. The committee then discussed possible goals for the coming year. Four suggested goals:

 a. Review and prioritize requests from the Annual Update process.

 b. Evaluate the Canvas CMS in comparison to Moodle and make a recommendation following the evaluation.

 c. Review and evaluate themes from both the student and staff annual technology surveys to generate future committee goals and to "close the loop."

 d. Arrange for the evaluation of program review software.

Todd reminded the committee that these goals are fluid and may be revised as the year goes on. At the next committee meeting a committee member will be assigned as "lead" for each of these committee goals.

The meeting was adjourned at 4:55 p.m.

Next meeting: October 5th, 3:30pm-5:00pm in Levinson 40