ISIT minutes

10/03/2016

Minutes: Reese Weltman

Attendees: Kristin Rabe, Matt Jones, Kurt Klopstein, Kirk Russell, Darren Willis, Scott Peat, Ayan Hill, Matt Moon, Judy Ahl, Reese Weltman, Gabi Martin, Richard Miles, Sarah Villasenor, John Giertz, Tim Bohan, Jennifer Achan, Adel Shafik, Fabiola Johnson, Cindy Hubble, Leah Conter, Tim Healey, Greg Cluff, Tracy Lovelace

1. Review of minutes and agenda at 3:31 pm
	1. Need clarification on minutes from last week
		1. Matt Jones provided clarification on 6th bullet from 9/12/16 minutes
		2. BCTIPD newsletter with tips
		3. Course online standards from OEI
		4. Links to blog for more info
		5. Links to OEI website
		6. Online rubric
	2. Changed spelling of Ayan’s, David’s, John’s names
		1. Reese’s name was missing from last minutes; added
	3. No other questions or updates on previous minutes
	4. Minutes approved at 3:35 pm
	5. Additions to agenda at 3:36 pm
		1. Matt to present info on state portal instead of Kristin
		2. Change reflected
		3. Added Matt for TIPD info
2. Vote on committee goals at 3:37 pm
	1. Discussed 4 goals presented on half-sheet
	2. Vote on all 4 goals at once
		1. Note on goal 2: John G. asked about Canvas as a requirement for all faculty members; something different about this process?
			1. Discussed removing ‘remaining’ from goal 2 wording
			2. No wording changes, no revisions
			3. Kristin clarified that the meaning here is to transition faculty from Moodle to Canvas
			4. Change to Canvas is happening, but not everyone has to use Canvas
	3. John G. moved for the adoption of goals
	4. Approved at 3:42 pm
3. Kristin to discuss program review first
	1. Tabled 3.d, because Erin Miller was not present
	2. If you have yet to submit tech requests through dept., make sure they are submitted
		1. Specifically requested this information in the minutes to reflect that it was brought up again
		2. We are now past the deadline for these requests, but Kristin knows there are other requests to be made; will not take any other requests after this Friday, Oct. 7th at noon
		3. Question about Excel spreadsheet: is there only one?
			1. Answer: save the form and fill out individual forms; will be changed next year
		4. Gnashing of teeth and pulling of hair will occur if you are late
		5. Question: what happened with the other form?
			1. Answer: went to budget committee; kicked back to Laura for prioritization
			2. Not sure if there will be another committee or if it will come back to ISIT
			3. Things that don’t fit under ISIT: welders, car lifts, microscopes, etc.—equipment
			4. Program specific items that do not fit within IT
		6. Kristin will bring back more info about prioritizing in Nov.
			1. Typically CTE funds cover those other requests; should have more info at Nov. meeting
			2. Will not find home for these item requests at the budget committee
				1. Needs another committee; not sure which one
	3. 3.a saved until 5 (Matt Jones); moved to 3.d
		1. BCTIPD discussion; technology innovation in professional development
		2. Long term: hope to turn into an online presence that promotes tech use and innovation on campus
		3. Currently pushing out elements of OEI course design rubric on Fridays—BCTIPD Tips
		4. Criteria for course design, interaction, learner support, assessments
			1. Currently gone through first 3 criteria of course design
			2. Also includes dates for upcoming Canvas trainings and other tech trainings
		5. Kristin asked to put link on ISIT committee page
			1. Will be added
4. State portal discussion
	1. Solution for losing Luminis and InsideBC
		1. Moving toward interim solution
		2. State is working on portal
			1. Running beta group with Santa Rosa
			2. Should be complete by Oct.
			3. BC will be in a pilot group for the next release
				1. Dates unknown; should launch at end of this month
			4. Did a preview; should be able to do a demo soon to show everyone what it looks like
		3. When Luminis runs out, there will be an interim solution
5. Canvas brainstorming sessions began at 3:57 pm
	1. Specific times? What works best? Days and times/what time during semester?
	2. What kind of training works best? Online, face-to-face, hybrid
	3. What would the ideal training situation look like?
	4. How can we better promote current trainings?
		1. Many trainings have already occurred, both online and on-site, including with Sarah Phinney from PC; intro to canvas, and some intermediate trainings; probably trained close to 250 people total; including one-on-one trainings
		2. How long does this take? Depends on what people need to learn and what people have in their practice sites—can take between 7-10 hours per week; but some people can get it done in a week
		3. This also includes helping folks move things from Moodle to Canvas
		4. Friday does not work for some groups, including Nursing
		5. John G: what are we trying to accomplish here? How many faculty are we looking to get?
			1. Matt: continue to offer initial trainings for those who haven’t been trained and those who might want to take the training again; something anyone can find space to learn how to use Canvas; we do not know how many faculty have not been trained
		6. Friday attendance has gotten lower; no percentage of who has been trained
		7. Goals here: strategizing how to get those who have yet to be trained; what to do to promote training; go back to our areas and figure out who has and has not been trained—what works for each group; to be proactive and not reactive
		8. Tracy and Matt sent out queries at the beginning of summer to see what people are using; send CRNS to change My Courses tab contents; default was still Moodle; course shells will be created in Canvas and will no longer need to send CRNs because Canvas will be automatic
		9. Bring back to individual groups/areas and find out what works best for training times, etc.
	5. Ideas:
		1. varies by dept. as far as times, etc., are concerned
		2. Surveying campus to find out what works best for the bulk
		3. Type of training: personal preference
		4. Canvas party (like Curricunet party)
		5. Candy
		6. Appointment requests with Tracy and Matt
		7. Drop-ins could also work; specific times
		8. Use InsideBC to register
		9. Saturday meeting
		10. Department meetings—during or after to discuss Canvas
		11. Problem: email overload
		12. Posters/flyers in each area
		13. 4-5 weeks prior to start of semester
		14. For counseling, 4-5 weeks into semester
		15. After lunch, between 2-5
		16. Mornings anytime
		17. Department training time
		18. Ideal setting would be online for a lot
		19. Groups in lab for hands on training
		20. App to remind (remind.com)
		21. Quick tips, flyers, highlights
		22. Identify current Moodle users
		23. Reps to return to their areas and ask at dept. meetings
		24. Tracy and Matt to visit depts.
		25. Focus on those who need training
		26. Weeks 9-12, before finals
		27. Online Q&A sessions; maybe Google hangout or CCCConfer
		28. FAQ publicized
		29. What happens with changes from Moodle to Canvas; InsideBC
		30. Find our number of folks who’ve received training
		31. Online and face to face
		32. Reps keeping sharing info with their areas
		33. Have folks actually transfer files and actually train in their courses
			1. “real time” training
		34. Matt buys lunch and snacks
		35. Send out Doodle poll
		36. Want and need training
			1. Who has had it?
			2. Additional training
		37. Assess current training for feedback
		38. Bring in folks who are currently using Canvas
		39. Trainings by dept.
		40. Times that work best for each dept.
		41. Follow dept. meetings
		42. Specific topics: gradebook, etc.
		43. Request specific times for depts.
		44. Closing notes:
		45. Series of links from Instructure
		46. Will walk through different elements of Canvas
			1. User interface, etc.
		47. Canvas guides website
		48. LMS guides
		49. Self-guided training
		50. Lynda.com possibly
		51. Folks bring back info from their depts.
		52. Who will remind?
		53. Come up with quick survey or reminder
		54. ISIT connection—Kristin and Reese will put something on the ISIT committee page
		55. Put reminder of Canvas coming on PDC page
		56. Can’t wait for next meeting in Nov.
			1. Send a reminder to everyone to bring back ideas for Nov. meeting
			2. Still set meetings with depts., and still share out info to ISIT group
			3. Link to trainings on PD list
	6. Adjourned at 5:01 pm