ISIT Committee – Minutes

September 12 2016

Note taker: Gabi Martin

Attendees: Cindy Hubble, Kurt Klopstein, Pam Boyles, Todd Coston, Bill Mosely, Avan Hill, Judy Ahl, Kristin Rabe, Richard Miles, Tim Bohan, Jaclyn Krause, Kirk Russell, John Dietz, Erin Miller, Sarah Villasenor, Leah Carter, Daven Willis, and Adel Shafik

* Minutes from May 2nd meeting were approved by last year’s members in attendance.
* Introduction of current member present.
* Committee Role – all members encouraged to review documents posted on ISIT site under <https://committees.kccd.edu/bc/committee/isit> before the ISIT meetings and review student and employee surveys posted before the next meeting.
* The charge was reviewed and accepted in its current form.
* Campus/District Updates: Bill Mosely – Canvas implementation is moving along. Currently it is in a trial semester with campus wide implementation next Spring. Requests come in for needs not met on Canvas and are being addressed – plan is to do a survey of current Canvas users about the middle of the semester. Most feedback has been positive, but some people are really unhappy with Canvas, but more were unhappy with Moodle. Instructure has been really responsive with requests for help and updates. Currently there are weekly meetings between instructure and the district. Bill also reminded attendees that all faculty have a Canvas shell they can explore. More campus wide training is also ongoing. Currently 91 of 112 Community Colleges in California are using Canvas – more are switching to it. Canvas added plug-ins – being investigated between BC, PC, and CC in regards to FERPA – still work in progress.
* TIPD – I missed some info and my notes do not make sense. Discussed was a rubric for on-line courses that is explained over time (weekly?) OEI uses this rubric to evaluate courses.
* Program Review Technology requests – Todd explained how funding works – some from his budget, but a lot are grant funded. All requests need to be made each year and will not carry over from year to year. Requests are due to Kristin Rabe by September 26. Changes in Prioritization guidelines were discussed – new this fall – “those who submitted a technology request (or their designee) will be given the opportunity to make a case for their requests I a two-minute presentation to the ISIT committee”. Todd also pointed out that only ISIT members who have attended at least 2 of previous ISIT meetings during this semester will be able to vote.
* Committee goals for last year were reviewed and new goals were discussed:
	+ Review and prioritize requests form the Annual Update process – remains goal
	+ Review and evaluate themes from both student and staff annual tech surveys to generate future committee goals and to ‘close the loop’. – we will add communication and revision to this goal
	+ Develop strategies to increase awareness on how to use Canvas platform – Canvas shells are out there for all to use.
	+ Prioritize projects
	+ Complete tech plan by next Spring
	+ ----- Todd will re-write goals and present at next ISIT meeting to discuss and vote on
	+ Erin will investigate grant writing – this will not be a goal for this year, but will be an agenda item at a future meeting
* Public Performance Rights – Kristin gave handout on BC public Performance Guidelines and discussed the restrictions on showing any film other than public domain on Campus in settings other than the classroom (I.e. fundraiser or invitation to the public). All such performances should be communicated through Kristin to prevent copyright issues.
* New Chief Information Technology Officer for the district was announced: Gary Moser
* Any agenda items to be added should be send to Pam Boyles or Todd Coston at least one week before the ISIT meeting
* Next Meeting date: October 3 3:30-5 pm Board of Trustees Room

Respectfully submitted for approval

Gabi Martin