**ISIT Committee Minutes**

December 5, 2016

3:30 – 5:00pm

Board of Trustees Room

Note taker: Sarah Villasenor

Attendees: Pam Boyles, Bill Moseley, Scott Peat, Richard Miles, Jaclyn Krause, Tim Heasley, Kirk Russell, Judy Ahl, Kurt Klopstein, Todd Coston, Kristin Rabe, Darren Willis, Leah Carter, John Giertz, Erin Miller, Sarah Villasenor, Gabi Martin, Tracy Lovelace, Greg Cluff, Denise Mitchell (For Cindy Hubble), Matthew Moon, Matt Jones

**Minutes**

1. Review and Approval of Minutes
	1. Minutes from 11/07/2016 approved
2. Campus/District Updates
	1. BC IT Positions Update: Hired 1 tech from Cerro Coso. Two Techs were promoted. One tech promoted to DO and the other out of state. There was one transfer from Cerro Coso to replace one of the techs who were promoted. The hiring committee is in the process of scoring applications and are hoping to have selected another choice for a replacement Tech position before leaving for Christmas Break. There are only 3 Techs at this time, therefore, there may be a delay with support on campus.
	2. Canvas Server Crash: There was an update from Banner to instructure (??) There is a separate disaster recovery site housed on the PC campus. It is a copy of the Banner database (??). When the Canvas ( or Banner??) update uploaded into instructure (??), it also coped to the backup site at the same time. This started a lag that crashed the server. The server error deleted all instructors as well as the students from Canvas. When trying to fix the issue, all students who were in the class were restored including students who had dropped the course. Most issues were resolved as of last week. If faculty see anything “weird” with Canvas, this could be why.
	3. Canvas Updates:
		1. Canvas officially replaces Moodle in Spring 2017. Can meet for individual or group trainings with Matt Jones or Tracy Lovelace. Moodle content will stay until 06/30/17 and then will be gone. Will need to make a full back up of Moodle and input a copy (??).
		2. There are some issues with students not associated with the course showing up in the course. Tracy is physically going in and removing them, but won’t know who to remove unless the professor lets her know. Unauthorized students will look different than authorized students.
		3. Weekly trainings are going well for Canvas overview, communication (??), and grade book. There have been more than 300 people trained. More training will be offered in Spring 2017.
	4. TIPD: Most resources currently going to Canvas. Working with Elumen to migrate from Curricunet to Elumen. Next week will give the initial data load. Bill will email instructions for faculty. Will try to validate data ASAP to get content in, in order to train people. Getting decent data from Curricunet, but need faculty to verify if everything is correct. Will try to fix everything before submitted to Elumen. 60-70% of items in Curricunet are historical. Will get back up to house the info, but historical data will not be added into new Elumen system.
	5. District Info: New Chief Information Officer will start sending out newsletters. Will have a site listing what the department is doing and which jobs are pending, etc.
3. Strategic Direction Report Review
	1. Added goals and submitted them.
		1. Working toward a 4 year equipment replacement cycle.
		2. Enhance WiFi Coverage and capacity when bond money available. Hoping to do this within the first 5 year cycle. Will wire inside of buildings then outside.
		3. Replace all analog phones with new phones by 2017.
		4. Utilize technology to automate several processes including program review software in Elumen. Event Management system put on hold for now.
		5. Will ensure internal deadlines met including student survey, employee survey and tech requests.
		6. Will review and prioritize annual review items.
		7. Will implement a strategy to train faculty to fully implement Canvas.
		8. Will review surveys and communicate to campus.
		9. Will prepare the 2017-18 tech plan. The plan will be completed by June 30th.
		10. In April, will follow up and look at progress made.
4. Student Survey Results Review Task Force
	1. Results show the biggest concern is that students are not happy with WiFi.
	2. Erin, Scott, Matt, and Kristen will look over the survey and pull out pertinent info and will report it back at next meeting.
5. Program Review Voting Day
	1. Voting day December 7th from 1pm to 4pm.
	2. There will be 50 items for voting. Will have a sign in sheet and will be first come, first serve.
	3. The new process is to have the departments pitch what they want and the committee will listen and take notes. Questions can be asked of presenters by committee. Will prioritize unfunded requests, but no guarantee the requests will be funded. Committee will choose which ones we want to vote for and select the top 50% of requests. Will bring selections to the February meeting for follow up.
6. Meeting adjourned – 4:30 pm
7. Next Meeting
	1. December 7, 2016 1-4pm-5:00pm in fireside room for Program Review voting.
	2. Official ISIT meetings resume Monday, February 6, 2017 from 3:30pm to 5pm in Library 149.