**ISIT Committee Meeting Notes 9/14/2020**

**Zoom Meeting**

**Attendees:**

Todd Coston, TSS (ISIT Co-Chair); Pam Boyles, English (ISIT Co-Chair); Kristin Rabe, Media Services/TSS (note taker); Matt Jones, AT; Matthew Moon, PHED; Sara Manuel, Behavioral Science/Criminology; Nicole Hernandez, Nursing; James Selgrath, Agriculture; Tanya Silva, Philosophy; Scott Peat, Biology; Stephanie Baltazar, CTE; Bonnie Hammond, Engineering & Systems; Kalina Hill, TAPC; Kurt Klopstein, Math; Kirk Russell, Library; Erin Miller, Social Science; Judy Ahl, Technology Support Services; Darren Willis, Industrial Technology; Leah Carter, FACE; Sara Palasch, Foreign Languages; Dan Hall, Student Success-Help Desk; Brett Redd, Technology Support Services; Michael Mehume, Communication; Tim Bohan, Education; Adel Shafik, Art; Richard Marquez, English; Richard Miles, BMIT; Beth Rodacker, EMLS.

**Absent:**

Deborah Rosenthal, Chemistry; Dana Heins-Gelder, Behavioral Science; Michael McClenic, Counseling; Tracy Lovelace, Academic Technology; Bill Moseley, Dean AT (Ex Officio); Fabiola Johnson, Counseling; Performing Arts (VACANT); Physical Science (VACANT);

**Todd started the meeting via zoom at 4:05 pm.**

**Started with Introductions.**

**Approval of Agenda & Meeting Minutes from 5/4/2020 (Spring semester):** Scott Peat motioned to approve, Kirk Russell Seconded. No changes – approved as written. No additions to agenda.

**Committee Goals, Charge and College Technology Processes:**  Todd started out the meeting discussing the various technology processes that ISIT reviews and recommends from each year. Relying on the Program Review Process, the ISIT requests lead to the technology prioritization process of ISIT requests. We also get feedback and discuss ISIT concerns that need committee attention. He also assisted new committee members in locating our webpage and showed where to find the agenda and minutes prior to each meeting. We mentioned the new technology assessment in program review and how that, most likely, will not make it into the 2020-21 program review cycle due to COVID-19 Stay at Home Orders.

We discussed the Annual Surveys that ISIT conducts of both faculty/staff and students. Todd mentioned the WiFi project and the status of the outdoor spaces WIFI project. We will also look at any assessments that the program review process forwards to us. This is important for accreditation. We will also review our technology plan – you can find this all on the committee webpage and you can find them related to each meeting. Background information you can review. A lot has shifted in the past 6-months due to shifting to all online.

Program Review Prioritization process we will discuss at the October meeting for the actual presentation meeting in November. We’ll discuss at a later time.

Committee Charge – we will review at this meeting. What we, as a committee, are and aren’t. Let’s also discuss what we might need to change. Title of committee. Seven key factors to our charge. We recommend – we don’t make policy and procedures. Recommendations go to Academic Senate for approval and ultimately the Executive Team acts. Determine Software policy and recommend. Prioritize program review ISIT requests, and create a list based on discussion and vote of the committee. Communication to end users, to Academic Senate, to committee members, 3 tech departments (hardware IT), Academic Technology (Pedagogy, etc.), Student Success Technology (Dan Hall/Campus info desk). Assessment is our last major charge – we need to be certain what we are doing makes sense and has value to our students. Committees.kccd.edu is where you can find the information for our committee to all of those new to the ISIT committee. Todd will reach out to the Student Government Association and seek student representation for the committee.

***ACTION: SGA will be contacted for student representation for ISIT 2020-21 Committee year***.

**Strategic Directions for BC/ISIT Committee**: We will look at (under #1 – Student Learning) short synopsis of each:

3.9: Wireless access – completed under Measure J for interior of the buildings/campus. BC outdoors, Weill, Delano and BC SW. Outdoor Access now is the focus.

3.11: Computer lab standards – construction standards

3.12: Labs – haven’t been able to pull data from computer labs since Covid stay at home began

3:13: Software for labs – improved process by creation of document that faculty notify IT before breaks.

3:14: Develop/Document Plan for Internet access – for classes at non-BC sites such as Homeless Initiative and Arvin locations

As we go into this year – what are the goals of our committee? Look at the environment change due to Covid-19 working at home/instruction remotely.

**Action: Question: Can there be a dry run with students to a new way of teaching remotely? Academic Technology response – what does this look like or how accomplished? October 2020 meeting. Should it be a goal?**

**Academic Technology Update:** Academic technology worked directly with summer bridge to assist with student orientation through Canvas. Also taught many Canvas courses to assist faculty with adopting to teaching with Zoom and Canvas during Summer Session 2020. Courses were well attended. Fall Bridge: Matt/Pam taught numerous sessions on ConferZoom and Matt is fine tuning these workshops as they continue.

Wants everyone to know that the Academic Technology Team is there to assist. Academic Technology Dean Bill Moseley is also assisting in the effort to make sure everyone has support. If you know a faculty member who is struggling with our “new normal” they can chat or send an SOS to the AT team for assistance. Form is available at the Academic Technology webpage.

Pam mentioned the Academic Technology Team office hours for drop in’s and so on – send requests Pam’s way. Flex week was a big hit and well attended. Feedback showed that more people want the future flex weeks to be held online via zoom as well. Well over 1600 enrollments (roughly 800 previous) – which they feel is due to the ease of being online versus in person. Making sure faculty and staff are supported is the AT Team #1 goal. Tech Blast newsletter gets sent out weekly… E-mail Pam if you’d like to see something highlighted.

**Student Success Technology:** Dan Hall spoke about the latest technology used by the student success team to assist students. That technology is a chat bot. Product is called Ocelot. Setting Records for student support. BC is being viewed as an outstanding example of how this chat bot is used effectively by the company who created it. Student Info Desk with 46 breakout rooms – Dan’s staff came together along with the support of other areas to assist in taking on this task of making it happen. Kalina Hill from Testing and Placement, Financial Aid, Counseling, Ed Advisors, have participated in making this happen. Issues have been worked through. It’s been a tremendous and arduous process in making it happen – but they have persevered in true Renegade fashion. Dan and team are now getting plenty of well-deserved accolades for learning from and streamlining the process. Dan explained the in-depth process and how that all works. They deserve many thanks from all for taking a process that needed some polishing and making it work, and refining it on the fly through record long wait times for students to figuring out the process and making it more effective for both students and employees providing the service.

**IT/Tech Services/Media Services Updates**: Kristin Summer 2020 projects – Agriculture Classroom Room 2 was tech updated with a new projector and HDMI cabling. Industrial Tech 5 and 6 were recently updated (also on the ISIT request list) due to an equipment failure in both rooms. Language Arts lab 221 was completed and Humanities 4-5-6 were updated with instructor station. Nursing rooms 156 and 54 were tech updated at the same time. In addition, all of the final building technology equipment specifications were completed for the ABC (Campus Center), Bakersfield College Southwest and Science and Engineering buildings. Also worked on Delano Learning Center, Welcome Center and Administrative Annex. Also completed the installation of the Veteran’s Resource Center Conference rooms as of 5/8/2020. Other centers such as the partnership with Kern County for the Homeless Collaborative downtown on L Street will see 3 more projectors and small office space in a shared-use facility. More to come. We are also doing the same joint venture with Arvin – until our new campus at Arvin is built.

**Employee Survey:** We need to revisit this as the results were in as of May meeting

**Questions for the good of the order and discussion**:

Reminder to all faculty to let Pam Boyles know if you will be on the committee so that she can get these confirmed as soon as possible. Please send an e-mail.

Todd adjourned the meeting – at 5:14

Next Meeting Monday October 5 via Zoom