

Information Systems and Instructional Technology Committee

MINUTES (Unapproved)

Date: 11/01/10

Time: 2:30 p.m. to 4:00 p.m.

Attendees: **Co-Chairs:** B. Moseley, B. Suderman **Reps:** J. Ahl, T. Bohan, J. Carpenter, L. Carter, A. Chiang, G. Cluff, H. Eydgahi, J. Hart, D. Jorgensen, E. Miller, M. Oliver, W. Sims, I. Stierle, N. Strobel, K. Rabe, K. Russell
Ex-Officio Member: D. Barnett **Recorder:** C. Sifuentes **Absent:** C. Collier, A. Geiser, T. Lovelace, M. Richie, L. Schiers, T. Tompson

1. **Review and approval of minutes:** The meeting opened at 2:30 p.m. The minutes for October were approved.
2. **Additions to agenda:** None.
3. **Campus updates:** Only half of the departments on campus have turned in their ISIT plans that were to be turned in along with their unit plans.

Action: Department representatives to go back to their department chairs to confirm their ISIT plans have been submitted.

A handout created by LaMont Schiers regarding copy costs at hub printers versus copy costs at the graphics center was distributed to the committee. Copy costs are cheaper at the Graphics Center. There is no official limit of copies that can be made at a hub printer at this time. The use of codes to identify users of hub copiers is still being looked into. A department representative stated that his department was receptive to decreasing their use of the hub copier when informed if they did not identify codes may possibly be implemented. The committee felt that a statement from a dean regarding copy costs at the hub copier and graphics center would “carry more weight.”

Action: Bonnie will summarize copy cost handout and send it out to the ISIT Committee for review.

A few instructors have used the closed captioning grant. A couple of DVDs and a Fire Technology course was closed captioned for a total of \$12,000.

It was pointed out that the wireless access job aide page on the BC website is out of date.

Action: Dave will look into getting the wireless access job aide on the website updated.

4. **District updates:** President Chamberlain sent out an e-mail about possible IT restructuring district-wide to increase efficiencies. The proposed structure was developed with input from the IT Directors/Managers from the three campuses, Eddie Alvarado, David Palinsky and Sean James. No outside consultant was used. The proposed structure has been before the Chancellor's Consultation Cabinet once and will be before it again next week. The proposal includes changing the KCCD Director of Information Technology (Palinsky) to an Assistant Director of Operations. There would also be a KCCD Assistant Director of Infrastructure (Alvarado). Both Assistant Directors would report to the Vice Chancellor of Operations Management (James). All three campuses will maintain the IT Director/Manager positions. The campus IT Director/Manager positions will report directly to their College Presidents. KCCD IT projects will not move forward without all three campus IT Director/Managers' approval. High level network functions will move to the district. High level internet administrator work may also move to the district. IT Director/Manager positions will report to the campus presidents so that no IT decisions will be influenced solely by instructional needs. The Vice Chancellor of Operations Management, Assistant Director of Operations and the Assistant Director of Infrastructure will each have input in the IT Director/Managers annual evaluations. Concern was expressed that the restructuring of IT came through to the campuses via the IT Managers Group and not via TLC where there is a shared governance structure. Committee members were reassured that the current proposed structure is not final and that input on it is being sought from them. Speculation is that the IT Director/Manager vacancies at Bakersfield College (BC) and Cerro Coso College (CC) precipitated the IT restructure. Concern was expressed about the ability of all three campuses IT Director/Managers being able to come to a consensus. The question was raised "Where are we if this plan doesn't work?" Back where we are now with some high level network functions and internet administrator work done at the District.

Action: Dave Barnett to summarize conversation about the IT restructure and to specifically note ISIT's concern about the lack of the TLC being involved in the process. Summary then to be sent to President Chamberlain.

The helpdesk contracted out to Prisidium is expected to be implemented December 15th.

5. **Luminis:** Load testing continued to take place this past month. 2600 to 3000 students is the target load to support. The Luminis system crashes when

supporting more than 1200 students. Originally the Luminis software was installed on a large computer to handle the many students the system would support. It soon became apparent that there was a software problem when Luminis continued to crash and was only using 20% of the large computer's resources. In an attempt to remedy the problem the District is in the process of splitting the Luminis system between four different computers with a "load balancer" on the front end. Other colleges have experienced the same problems we are having with Luminis. They addressed the issue in different ways. Luminis access and training for staff may begin this month or next month. Students are expected to have access to Luminis for Fall 2011 registration. They will also have the option of registering by directly accessing Banweb.

6. **Distant Education Task Force (DETF):** A draft outline of the Distance Education Plan was distributed to the committee (see public folder for document) and briefly reviewed. A few copies of "The Sloan Consortium Quality Framework and the Five Pillars" by Janet C. Moore (see public folder for document) was distributed to the committee as well. The document will be one source used to assist in evaluating the current Distance Education program and will be cited in the Distance Education Plan. Feedback on the outline is welcomed. Please feedback to Bill Moseley so that he may take it back to the DETF. They hope to have a rough draft or annotated outline of the Distance Education Plan to the ISIT Committee in the next couple of months.
7. **Key card and security system:** MCORP, the company that is installing our new HVAC computer system, will also be installing a security system for the campus. The security system will eliminate the use of standard keys and replace them with "key cards." The Fine Arts building and the Business building were suggested to be the first buildings to receive this new technology due to the many thefts that have taken place in them. It is possible to add cameras and motion sensors to this security system. It depends on how much funding is available. The committee will be kept informed of further developments on this topic.
8. **Computer turn off rebate:** PG&E is offering up to a \$25,000 rebate if we shut down our computers at night. A report ran in the early morning hours reflected that 275 computers were on at that point in time. Some members expressed that some computer labs will not shut down.

Action: Bonnie will look into the difficulty being experienced by some faculty when shutting down computer labs.

9. **Good of the order:**

The meeting adjourned at 3:41 p.m.