

## **ISIT Co-Chair Job Description**

### **Committee responsibilities**

- a. Plan committee agendas
- b. Conduct committee meetings
- c. Oversee committee minutes and the proper forwarding of business items.
- d. Oversee the work of the various ISIT subcommittees

### **Senate responsibilities**

- a. Attend Academic Senate Executive Board and Academic Senate meetings held every Wednesday afternoon from 3:30 p.m. – 5:00 p.m.
- b. Interact with the Academic Senate President regarding technology issues
- c. Give periodic reports to the Academic Senate

### **Campus/District Responsibilities (held jointly with the administrative co-chair)**

- a. Communicate committee concerns and actions with both campus and district Information Technology departments
- b. Attend the Instructional Technology Committee meetings
- c. Attend the Luminis Response Team meetings as necessary
- d. The ISIT co-chair attends the district-wide Distance Education task force and the district-wide Banner Student team meetings as often they meet (Banner student is about once a month but the particular day changes)