

## Information Systems and Instructional Technology Committee

Unapproved Minutes

March 7, 2016

3:30 – 5:00 p.m.

Levinson 40

**Attendees:** Todd Coston (co-chair), Greg Cluff, John Giertz, Tim Heasley, Cindy Hubble, Tracy Lovelace, Richard Marquez (co-chair), Gabi Martin, Scott Peat, Jenny Peters, Kristin Rabe, Kirk Russell, Adel Shafik, Sarah Villasenor

**Note Taker:** Kirk Russell

1. Minutes of the November 2<sup>nd</sup> and February 1<sup>st</sup> meetings were approved.
2. **Canvas Update:** Bill Moseley wasn't in attendance, but submitted a report. The switch to Canvas from Moodle was approved by the Academic Senate and Bill's now in the process of developing training for instructors. Training will be available in multiple formats including an online course, 2-hour seminars, and brief video tutorials. The seminars should begin sometime in April. There was concern expressed about support for Canvas and how to get support. Canvas will be supported by Canvas and Tracy Lovelace was given the assignment to investigate how support will be accessed. Matt Jones and Tracy Lovelace will also still be available to offer support.
3. **Campus/District Updates:**
  - a. **Office 2016 rollout** – Todd said that Office 2016 has been released. The campus rollout will begin with the Computer Studies labs during fall 2016. Rollout to staff will begin during spring 2017 and other campus labs will follow during the summer of 2017.
  - b. **TIPD** – Matt Jones wasn't in attendance but submitted a report. He is currently developing a number of trainings for online instructors. He will present face-to-face Canvas training sessions on April 8 (9am-11am), April 20 (3pm-5pm) and April 29 (9am-11am). These dates are still tentative. He's also coordinating a COP (community of practice) for online faculty to exchange ideas and best practices. Groups will meet on March 11 from 9am-11am in L148 and April 29 at the same time and same location.
4. **Program Review Technology Form Update:** Kristin presented the updated Program Review Technology Request Form. She explained the rubric used to evaluate the requests and how they are then prioritized on the campus-wide list of requests. She asked that the form be taken back to departments to get feedback before the April 4<sup>th</sup> ISIT meeting.
5. **Strategic Directions Form:** Richard Marquez asked that committee members review the strategic directions initiatives that pertain to the ISIT Committee to see if any need to be updated or if evidence needs to be added. Committee members should do the same for the committee's annual goals. The document that includes the goals and strategic directions will be

posted to the Committees website soon for review. Any suggestions should be submitted to Todd or Richard.

- 6. ISIT Technology Requests Prioritization Vote:** Kristin and Todd presented the final prioritized list of unfunded technology requests from program reviews. The committee voted to approve the list as currently prioritized. Kristin and Todd explained that some of the requests on the list may acquire grant funding in the future, and if so, they will be moved to a funded list and unfunded requests will move up on the priority list. Todd and Kristin will bring a list of proposed summer projects to the May meeting.

**Meeting adjourned at 4:45 p.m.**

**Next meeting April 4, 2016, 3:30-5:00 in Levinson 40**