**Information Systems and Instructional Technology Committee**

Unapproved Minutes

April 3, 2017

3:30 – 5:00 p.m.

Library 149

**Attendees**: Judy Ahl, Leah Carter, Todd Coston (co-chair), Scott Dameron, Gabriel Fortier, Tim Heasley, Cindy Hubble, Richard Marquez (co-chair), Linda McLaughlin, Richard Miles, Bill Moseley, Scott Peat, Kristin Rabe, Kirk Russell, Gabi Martin, and Erin Miller

**Note Taker**: Leah Carter

1. Review and Approval of Minutes - All:

A motion was made by Scott Peat and a second was made by Leah Carter to approve the minutes from the March 6th ISIT Committee meeting.

2. Campus/District Updates - Coston/Mosely:

a. OCR Complaint – Web accessibility:

BC received a complaint from the Office of civil rights stating that our BC website had links that didn’t meet certain standards for ADA compliance. Joe Grubs and others presented evidence that we make an effort to be complaint and abide by those standards. The OCR representative was impressed with our efforts. We haven’t heard back as to the results of the investigation. We are putting things in place to comply. Faculty also needs to put things in place for accessibility. We should attend a flex workshop on accessibility so we can help BC with compliance. It is the responsibility of faculty to make sure content is accessible for all students.

For online classes, we have a grant from the state chancellor’s office that will pay for making material accessible.

b. Starfish Implementation – Coston

Starfish is software that will replace SARS Alert, Degree Works, and SARS Grid. BC has student success money to help pay for implementation.

c. eLumen Update – Moseley

eLumen is a platform that will eventually provide a framework and mechanism to do curriculum review, program review, and assessment. All three will be integrated. Assessment will be implemented first, this summer. Curriculum will be launched in the fall. Each faculty member can choose to use eLumen for assessment or choose to use another mechanism for assessment. Using eLumen is a very easy and straightforward. Trainings will be available. Once we have eLumen in place, program review should be straight forward.

d. BC IT Staff Positions Update – Coston

One employee is going out on long-term disability, so we are replacing him. We should always submit a ticket for items we need done because there is a faster response time and IT can track all tickets.

Monika Scott is the new web content editor replacing Shannon.

e. EMP – Moseley

Big picture level of what we are doing. Distance education related things are the focus. The EMP is going to College Council on April 8th.

3. Committee Photo – Rabe:

We will take a picture at our next meeting.

4. Program Review Form going electronic – Rabe:

Kristin is doing a pilot for the new electronic form ISIT form. There are two pages, the Technology Request Form and the Abstract. The form is a Google Doc that will go to an Excel spreadsheet to IT. We can’t skip fields. We can practice with the form in order to provide feedback. Departments can still come and speak to their requests on their designated day. Each department chair will be given a thumb drive with a packet of materials. In the materials, there will be instructions for the e-process. They will have to submit the forms multiple times for multiple requests.

5. Technology Plan – Coston:

Please review the BC Technology Plan before the next meeting since we will vote on the plan at the next meeting.

6. Employee Survey Results – Rabe:

Volunteers are needed to summarize the 130 responses from the employee survey. Erin and Gabi will review, summarize the themes, and provide a summary at the next meeting.

7. Strategic Directions report - Coston:

Todd will send us an email with what we said ISIT will work on and a summary of our progress.

8. Other - Coston:

At the next meeting, Todd and Kristin will provide us insight as to what projects will happen this summer.

ISIT voting on priorities was on paper last time and occurred after the presentations. New proposal to be most efficient: in the meeting, listen to the requests and then immediately vote online, so that we can talk about the results right then and there.

Next Meeting Date – May 1, 2017, 3:30-5:00pm, Library 149

Submitted by Leah Carter