**ISIT Committee Meeting Notes 4/1/2019**

**Attendees:** Todd Coston, IT; Pam Boyles, English; Kristin Rabe, Media Services/IT (note taker); Kurt Klopstein, Math; Bonnie Hammond, EIT; Judy Ahl, IT; Brett Redd, IT; Dana Heins-Gelder, Behavioral Science; Linda McLaughlin, ASL; Yvonne Armendariz, Student Services; Kirk Russell, Library; Ashley Harp, SGA; Jonathan Maddon, SGA; Sarah Villasenor, Counseling; Richard Miles, BMIT; Scott Peat, Biology; Gabby Martin, Nursing & Allied Health; Michael McClenic, Counseling; Erin Miller, Social Sciences.

Absent: Scott Dameron, Health & PE; Jim Selgrath, Agriculture; Tracy Lovelace, Academic Technology; Darren Willis, Industrial Technology.

**Todd started the meeting at 4:09pm.**

**Meeting Minutes from 3/4**– a few corrections, mostly punctuation and grammar/spelling.

Voted and approved minutes with corrections. Kurt Motioned to approve, Judy second, approved with no further changes.

Ashely Harp: SGA Rep – added Guidelines for all BC Student Email LIsterv to the agenda.

**ISIT Committee Picture:** Manny took picture

**Guidelines For All BC Student Email Listerv:** Passed in SGA last year, a document (Addendum A – Guidelines) passed out at the meeting. Ashley said that the BC Bookstore (Barnes & Noble) had sent out unnecessary emails to all students. Students simply aren’t paying attention to their email if they are constantly bombarded with e-mail pushing sales and marketing to them. Todd chimed in that only those who have access (which he as director of IT does not have access) should send to this BC Student Email Listerv. No one else should use this listerv as a means for marketing, including the bookstore. Todd asked ISIT to vote and approve making a recommendation at ISIT for this to move forward with our recommendation to the College Council for a vote… from there, the President of the College can approve and push back to the admin team. Kirk asked if filters would be needed. Students will need to unsubscribe to some of the areas like bookstore, etc.? Not hearing any further questions after discussion, Motion to carry this forward to College Council on behalf of ISIT – Motion by Gabby Martin, Second by Scott Peat, All in favor. Erin Abstained due to coming in during mid-conversation and not hearing the entire proposal. Motion approved.

Recommendation for Ashley Harp, SGA, to carry forward to College Council.

**Solicit feedback from departments on software needs for Fall/Spring**: Discussion in small groups for about 10 minutes. Following those small group discussions, the following groups reported out.

Erin Miller group reported that the request for software should be made as the book orders are happening with the bookstore. Use the paper form. She’s heard that if you don’t submit orders on time, that the department chair gets into some type of trouble. Suggestion that a line be added for the request and then the leadership can check off on it. That way whomever submits a book order will have the option of getting their software requests in at the same time. It’s currently a paper form that gets submitted electronically. There’s plenty to fill out.

Faculty Enlight was mentioned – Ashley Harp said that the main reason enlight wasn’t used as it will only open up after the paper form was due. Erin suggested that faculty are unhappy with the current book order policy and procedure – and the form is the first step in resolving this issue.

Kirk asked if all software requests could follow the same pattern as the book order form --> How does the department get software to begin with? What is the procedure? Todd has a software budget, if a department needs software that is within reason (not 30k) it can come from Todd’s budget. If not, it may need to come from a grant or other methods. This started with DSPS software and specifically Adobe software – if areas want to add one or two licenses to a pod in the computer commons, IT is open to it, we just need to expand the license count. Departments were only purchasing one license and trying to put it on multiple stations. This doesn’t work. It’s better to just purchase multiple licenses. If you want something in the Computer Commons, work with Todd. On this note, if the software is there one semester, don’t assume it will be the following semester. Departments need to get in the habit of requesting each piece of software needed on the machines they use. Labs are often shared by multiple disciplines.

Erin spoke to the need to have it be a shared responsibility of the department chair and the faculty member to submit the form. This would encourage accountability. Either you submit your request on time or you cannot have it.

A suggestion of a web form with each classroom and what is in each room complete with software. That way the submitter understands what is there before making a request. With the Adastra program – technology is built in within the program to tell what is in the room. If the room is connected to that software.

IT understands last minute room changes, which are far more easy to navigate than not knowing what is needed in a lab or classroom at the last minute. Challenges really are room changes or not being able to get into the room ahead of the semester start due to events and other activities in the room. If some faculty were willing to come in during the summer to test their labs, that would be ideal. Recommendation also for one form per room. Could FCDC be responsible for compiling all of the requests and holding department directors and chairs accountable?

Todd appreciated all of the feedback and will review.

**Committee to Analyze Results of Employee Faculty ISIT Survey:**

Requested a subcommittee be formed to review the results of the ISIT staff and faculty technology satisfaction survey. Todd closed survey on 3/29 with over 150 responses. Need report created on themes through the results. Erin Miller, Gabby Martin, Kalina Hill, Brett Redd, Kristin Rabe volunteered to review. Kristin will edit and put together the formal response to the ISIT committee at the May meeting.

**Academic Technology Update**: Matt Jones reported on the Academic Technology updates for Bill Moseley. Matt talked about the Design Tools workshops which help faculty create aesthetically pleasing modules for Canvas, also change due dates on assignments more effectively. Tuesday 4/2 is another workshop and another held via Confer Zoom will happen later in April. There will be Canvas training April 8th through May 3rd. This is the second to the last week that eighteen faculty members have been going through a medieval-themed and badged workshop on Canvas. Where at the end, the participant will be a Renegade Knight. 38 badges have been earned by this group so far, in the class. Matt also mentioned that Pam Rivers has been hired back on as the Department Manager for Professional Development. A request for training on Turnit in was made.

**Student Technology Services Update:** Dan Hall – Starfish is getting more use. More buy in as students see it more and more – especially for services such as the Student Renegade Hub for online classes. Can use for Kudos if a student is performing well, red flags if not so well. Linda McLaughlin suggested that Starfish is more work than early alert, and Sarah Villasenor suggested that perhaps it was a training issue that those who feel it’s more work, get more training. Gabby is frustrated with it. Faculty should report all issues with it to Dan Hall – he will even get faculty more training. Starfish can close the loop with faculty and assist with the pathways. Need a possible flex week training. For the most part, those that spoke on Starfish’s behalf say it’s easier to use than Early Alret and is more user friendly. Send online/Canvas requests to Tracy. Behavioral concerns go strictly to Nicky Damania.

**IT/Media Services Updates**: Todd: Wi-Fi Update – Phase 1 is complete. The installers are in the process of creating a heat map for the entire campus. Now onto Phase II which will address BC Southwest and outdoor green spaces.

**Next meeting will be at May 6th – End of the Semester!**

Meeting ended at 5:15