**ISIT Committee Meeting Delano and Bakersfield 3/4/2019**

**Delano:** Todd Coston, IT; Pam Boyles, English; Kristin Rabe, Media Services/IT (notetaker); Kurt Klopstein, Math; Bonnie Hammond, EIT

**Bakersfield:** Judy Ahl, IT; Brett Redd, IT; Scott Dameron, Health & PE; Jim Selgrath, Agriculture; 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; Tracy Lovelace, Academic Technology; Scott Peat, Biology; Darren Willis, Industrial Technology

**Todd started the meeting at 4:05pm.**

**Meeting Minutes from 2/4**– a few corrections Among them, asking for positions only 5 were asked for not 7… 4 members abstained from voting on the positions.

Voted and approved minutes with corrections.

**DO Jobs Discussion**: After the discussion we had last month at our meeting… The DO IT discovered that they will change a few job descriptions within their requests and their team to be more efficient and effective with budget. One was an SSI – which will now become a DAIII. They figured out a way to save cost and the move to the cloud, which in turn, they can absorb the SSI position. Gary came to us and let us know right away that this is how they would like to move forward with their requests. Pam will take it forward to Academic Senate. In the effort of being fully transparent –wanted to make the committee aware of that right away. Make Sense? No questions. Steve Holmes asked Pam – if we would rank them – do we want to rank them in any order. Do we want to say here’s the positions in what order or are we fine with letting the DO rank them in the order that they want? Do we want to weigh in on it or not? Todd’s opinion is that they shouldn’t micro-manage it. Let them decide how they want to do it. Pam just wanted to make sure it came back to this committee to make that decision going forward.

**Solicit feedback from Faculty wanting Labs completed**: Don’t need a lot of discussion. Todd’s scenario: A lot of the imaging, etc. happens over the summer. Depends on what is going on. What we struggle with, we ask faculty what software they need in what labs – a good chunk of faculty respond with the software they need in what labs. A majority come back and call three days ahead of semester starting, upset that the lab isn’t set up. There are exceptions, scheduling changes things. There is no getting around that and there is no easy answer for that. What we want is your brainstorm idea with your area on getting that info prior to everyone leaving. Could it be when the books are requested?? Our fix is not needed today – but if you could help us help you better or more effectively – we need to know what that might look like. We’re trying to improve that process. Not trying to create additional work for anyone – we just want to capture that information to make it better going forward. We’ll be askinag for feedback at the April 1 meeting. We can talk about it at the next ISIT meeting. Maybe the e-mail is the best way… we just wanted to see any other alternatives. For all locations – Fall and Spring (2020) if possible. Buys us more time to make it happen. Richard, Darren – AutoCaDD, Revit, we build it – and validate the week before – give us a feedback. Not waiting until two weeks into the semester to get that info and try to fix it. Industrial Automation is another area that should test the image and make sure it works for us. Make sense what we are asking for?

**Annual Employee Survey**: We’ll put each side on mute for a few minutes to discuss. Crucial piece of data for Accreditation. We previously got hammered for WiFi – we were hammered in both the student and employee surveys. It was number one. Todd and Kristin read these – always looking for ways to improve. We’d like to spend about 15-20 minutes on each end to go through the survey and discuss. Let’s share them out. We’ll go on mute. This is something that goes out to everyone – and you’ll take it. Are these questions good??? We try not to make too many dramatic or drastic changes. We still are willing to make changes. First question – what portion of the day-to-day job activities rely on technology – helps Todd determine funding resource and human resources. We usually get about 10% of our staff participation. What BC hardware do you use? Change to interactive projector – not brightlink. Software question – what software do you use? Hershey is no longer. SARS alert is becoming Starfish. Add eLumen. Asked if we should add School Dude and CASE – no. Add BanWeb and both Banner and BanWeb will have description. Projector and TV question – we can kill the question. Terri we need to add – is 508 compliance. What is the question that would be applicable? Access not assistive technology. Do you know how to check if your technology is 508 compliant? (explanation of what 508 compliance is). I know how to check that my technology is accessible to people with disabilities. Question 7, Question 8 (7 is personal, 8 is college-wide)…

Update from Library 149: #2 printers are on that list. Clarification on personal hardware or do we need to make that clear. Looking at what you’re bringing to campus that is not. Make some changes about interactive projector – not brightlink. Question 3: online vs. home. Add outlook / email and CADD programs – dropbox and google drive. Starfish needs to replace SARS alert. Remove Hershey. Splitting out Banner vs. Banweb. In your campus classroom or campus office instead of their home equipment – remove all doubt. Question 5 will be removed. Question 6: add another topic – the technology I need is available to me? Make a response – being neutral. Todd explained the OCR compliant and why we are adding the accessibility question to #6. #7 Is there a character limit on the response. #8 no question on this… #9 is there anything else you want to add…. Is there anything else you want to complain about?

Send out a working link – to everyone.

**IT Governance Projects review –** state is going to and funding a library system. All of the community colleges are jumping on – there can be integration pieces that work well. They want to get the library project. ExLibris – offer an option to student integration (cloud based software) students are automatically updated and added to library software – want to use the cloud-based databases. ExLibris talks to Banner and will allow students to access it, day one. They will be able check out books and access databases. Will mean that all three colleges can access it, if it’s banner accessible. Executives trump our prioritization. Document imaging came up at the last meeting. Gary said it should go in as a project and get prioritized – that means some resources – VP’s, President’s, etc. are taking this away from the governance process. If that is what the executive team decides. Kirk – had it gone through the process – would it not have reached the top?? Probably from the smaller campus perspective, it would not – but Todd was not in the room – but only a guess … To be fair, it was a project that started some time back – with document imaging for student records – so the argument probably was let’s just finish it.

**Academic Technology Update** – Matt has 20 people in his online – how to be a successful online instructor. Kung Fo Canvas – 20 finished the course with Tracy. Student Hub is going well. David Greenfield – newest AT member – working with Vet’s Center doing presentations on how to use technology*.*

No Dan Hall – No student Success Updates

**TSS Updates** – New tech Martin Ybarra – started today (3/4/19). Let him get up to speed. Wifi project in last few days and weeks of the first phase – we have had some feedback and are responding. Phase II is started and analyzing where the coverage needs to be and will be mapped. Continue to bring it to light if it’s still an issue.

Next meeting will be at April 1 = Todd’s birthday,… bring Todd a treat!

Meeting ended at 5:07.