**ISIT Committee Meeting Notes 2/10/2020**

**Attendees:**

Todd Coston, ISIT Co-Chair; Kristin Rabe, Media Services/TSS (note taker); Gabi Martin, Nursing; James Selgrath, Agriculture; Scott Peat, Biology; Darren Willis, Industrial Technology; Kurt Klopstein, Math; Kirk Russell, Library; Judy Ahl, Technology Support Services; Leah Carter, FACE; Dana Heins-Gelder, Behavioral Science; Dan Hall, Inmate Education; Brett Redd, Technology Support Services; Richard Miles, BMIT; Michael McClenic, Counseling; Yvonne Armendariz, Student Services; Bonnie Hammond, Engineering & Systems; Tanya Silva, Philosophy; Sara Palasch, Foreign Languages.

**Absent:**

Pam Boyles, English, ISIT Co-Chair; Kalina Hill, TAPC; Darren Willis, Industrial Techanology; Dana Heins-Gelder, Behavioral Science; Dan Hall, Inmate Education; Erin Miller, Social Sciences; Beth Rodacker, EMLS; Tim Bohan, Education; Ayan Hill, Allied Health; Bill Moseley, Dean AT (Ex Officio); Matt Jones, Academic Technology; Fabiola Johnson, Counseling; Richard Marquez, English; Performing Arts (VACANT); Stephanie Baltazar, CTE; Jonathan Maddon, SGA; Adel Shafik, Art; Debra Rosenthal, Physical Science; Tracy Lovelace, Academic Technology; Michael Muhme, Communication; Matt Moon, PHED; Terri Goldstein, DSPS.

**Todd started the meeting at 4:10 pm.**

**Approval of Agenda & Meeting Minutes from 12/2/2019**– Approved as written. Agenda Approved with no additions.

**ISIT Priority List Review & Vote:**  Todd distributed the list of prioritized ISIT requests tabulated from the 11/26/2019 Prioritization meeting. The list has a few notable ties – and the discussion started on how breaking those ties with voting methods. Methods such as looking at the total cost of the project or bringing the tie to the committee for discussion was suggested as possible tiebreaker strategies. Kristin explained the difference between the two projects at the top of the ties. Todd suggested that the likelihood of getting to those projects with possible funding is unlikely and therefore probably not relevant to tying up committee time. Kristin mentioned that the Facilities Committee had done a 4-3-1 vote at their prioritization meeting in January and that helped to further clarify and break ties. Todd suggested the committee give this some thought and will be discussed in March – along with a vote for the process change.

**ACTION: Tabled until March 9th – will discuss and open for possible vote on process at that time.**

**Voting Process – Tabled until March meeting:** Todd handed out the process and a discussion started. Committee Member Scott Peat suggested that perhaps we not break ties until absolutely needed (ie: funding is available for both). Suggestion to possibly take a quick committee vote when needed was also suggested. Suggested we table the final vote until March or April when we may know about Summer Projects possible funding. Suggested creating one room requests – meaning that if more programs had requested updates to one room, they all be listed under the room number than by program, respectively. Will be a volume of work to manage – and still want transparency for all who have submitted an ISIT request. Suggestion for programs to identify their top one request – they can submit multiple but have to choose one as most pressing. Committee suggested giving them an example based on the past list – of what that would look like. Kristin will take the previous requests and come up with an example for March 9th.

**ACTION: Will add vote to March/April Committee Agenda for Vote. Kristin to provide example of “by room” request.**

**Program Review Assessment Question Review**: Kristin read from the current program review assessments of technology received. A discussion began about why this assessment is in program review. ACCJC recommendation during 2007 accreditation visit – on how do we know that what we purchase as technology is useful and impactful in our classrooms and for our students. We responded with assessing the impact technology has once received by a program on a yearly cycle. The results of the Assessment question come directly to the ISIT committee for review. Unfortunately, following the 2020 cycle – there was not many and those completed were not very comprehensive. We are looking for other methods by which we can accomplish the recommendation. Kristin did some quick research to look at program reviews from around California and found that Bakersfield College was by far, the most transparent with their requests and reporting out. Not many colleges have the extensive resource request prioritization that we do, nor do they seemingly have an assessment process. They have an overall resource assessment – impact assessment. Kristin will review further before March 9th. Will send a few sample questions to the committee for feedback prior to the March meeting. Kristin announced that the next program review ’21 cycle will be made available in April so that programs will have an opportunity to begin conversations before faculty leave for Summer break. Committee members suggested that we only have assessments completed by those programs that actually received technology in a cycle as opposed to everyone filling out an assessment. They felt that would be the most effective use of time and effort.

**ACTION: Table until March 9th – Get feedback prior to meeting and finalize at March Meeting. Kristin will send out possible questions for committee review prior to the next meeting.**

**Technology Plan – First Draft Review**: Todd walked the committee through the 2020-2023 Tech Plan initial draft. He suggested that committee members take an opportunity to review the document prior to the March Meeting and provide feedback. Talked about each section of the plan and the layout/timeline. The current plan sunsets in June of this year. Ad Astra (scheduling program) will jump in line ahead of other projects for the District-Wide Technology Committee. There was discussion on how the DWITC committee is changing and mentioned the uncertainty of its future need as a committee. Todd mentioned adding the Educational Master Plan (EMP) to the document and the impact of the EMP on this document. Encouraged the committee to read the EMP. Todd will bring the current EMP to the next ISIT meeting as an informational item only.

**ACTION: More discussion on Tech Plan in March. Todd will bring the EMP for review**.

**Academic Technology Updates**: No one attended the meeting– No updates.

**Student Success Technology Updates:** Dan Hall did not attend – No updates.

**Technology Support Services General Updates**: Todd and Kristin had no updates.

**Meeting Ended at 5:20pm/KMR**

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| **2019-2020 ISIT Meeting Dates:** |  |  |
|  |  |  |
| March 9, 2020 | 4:00-5:30p | L-149 |
| April 13, 2020 | 4:00-5:30p | L-149 |
| May 4, 2020 | 4:00-5:30p | L-149 |