**ISIT Committee Meeting Notes 3/9/2020**

**Attendees:**

Todd Coston, ISIT Co-Chair; Pam Boyles, English/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; Richard Miles, BMIT; Michael McClenic, Counseling; Bonnie Hammond, Engineering & Systems; Sara Palasch, Foreign Languages. Erin Miller, Social Sciences; Kalina Hill, TAPC; Michael Muhme, Communication.

**Absent:**

Dana Heins-Gelder, Behavioral Science; Dan Hall, Inmate Education; 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;; Matt Moon, PHED; Terri Goldstein, DSPS; Brett Redd, Technology Support Services; Yvonne Armendariz, Student Services, Tanya Silva, Philosophy.

**Todd started the meeting at 4:05 pm. Manny took group picture at 4:15pm.**

**Approval of Agenda & Meeting Minutes from 2/10/2020**– Approved as written. Agenda Approved with no additions. Peat/Klopstein

**Educational Master Plan:**  Todd posted the EMP on the committee page and suggested the committee take time to read through – as the organizing committee is soliciting feedback on the document. We (ISIT) do not need to vote on this – it is simply providing information. The document shows mostly trends/data on all the current initiatives the college is pursuing.

**ACTION: Review if possible and e-mail Todd with feedback.**

**Voting Process Debrief and Discussion (Tabled until April Meeting):** In the interest of time, Todd suggested we table the ISIT priority voting process debrief/discussion until the April meeting. Feedback has already been provided by committee members on the ISIT request for 2021 Program Review Cycle.

**ACTION: Will add vote April Committee Agenda.**

**Employee Survey Question Review**: Pam distributed the existing survey completed in 2019 to all staff. Broken into small groups to discuss and come back with feedback on each of the items – it breaks out as follows:
1. Have a space for the respondent to share which area/department they are responding from.

2. Kirk suggested that we eliminate the percentages under question #1. Keep the statement but eliminate the number attached to it – the committee agreed.

2. Should add Printer/Copy Machine/Scanner

3. Instead of asking specific hours – as the question similarly to how we asked questions one and two.

4. Suggested alphabetizing the list of Software

5. Suggested adding net support school, creative cloud, adobe and a specifically text box.

6. Suggested Use, Don’t Use, Use with proficiency, would like to use but need training as levels

7. Suggested putting a text box in asking What software would you like training on?

8. Need comment box following question #8.

9. Kristin suggested condensing the statement under #6 – Can we cut out “Do you think” and “You in your job”?

10. Last two questions were fine as written and approved by committee.

**ACTION: Todd will update the survey and send it out last week of March/first week of April 2020.**

**Technology Plan – Finalized**: Todd asked the committee to review between now and next meeting in April. We will need to approve in ISIT for recommendation to College Council in May.

**ACTION: Todd will ask committee to approve April 13, 2020**.

**Student Survey Question Review:** Kristin reconvened the subcommittee to review the student survey, which took place Fall 2019. Erin Miller, Kalina Hill and Dan hall were part of the subcommittee along with Kristin. Synopsis read to the committee and can be found on the committee webpage. Overall the themes of Wifi-range, strength, speed and consistency and Canvas utilization were top items. BC’s Website and making Canvas mandatory for all instructors was a highlight.

**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 5:15pm/KMR**

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