**ISIT Committee Meeting Notes 3/1/2021**

**Zoom Meeting**

**Attendees:**

Todd Coston, TSS (ISIT Co-Chair); Pam Boyles, English (ISIT Co-Chair); Kristin Rabe, Media Services/TSS (note taker); Nicole Hernandez, Nursing; James Selgrath, Agriculture; Scott Peat, Biology; Bonnie Hammond, Engineering & Systems; Kirk Russell, Library; Erin Miller, Social Science; Judy Ahl, Technology Support Services; Sara Manuel, Behavioral Science; Sara Palasch, Foreign Languages; Dan Hall, Student Success Technology; Brett Redd, Technology Support Services; Jonathan Ward, Counseling-Student Services; Matt Moon, PHED; Michael Muhme, Communication; Leah Carter, FACE; T. Silva, Philosophy; Richard Marquez, English; Tracy Lovelace, Academic Technology; Matt Andrasian-Jones, Academic Technology; Richard Miles, BMIT; Nick Strobel, Physical Science; Kalina Hill, TPAC, Pamela Rivers, Academic Technology; Beth Rodacker, EMLS; Kim Chin, Performing Arts; Kurt Klopstein, Mathematics; Stephanie Baltazar, CTE;

**Absent:**

Bill Moseley, Dean AT (Ex Officio); Emma McNellis, SGA; Michael McClenic, Counseling; Darren Willis, Industrial Technology; Gian Gayatao, BCSGA President; Adel Shafik, Art; Tim Bohan, Education; Heather Shaffstall, Allied Health;

**Todd started the meeting via zoom at 4:01 pm.**

**No additions to agenda for 3/1/2021.**

**Approval of Agenda & Meeting Minutes from 2/1/2021:**  Beth Rodacker motioned to approve, Leah Carter Seconded, Approved as written with spelling corrections to Kurt (not Kirk) Klopstein (Mathematics).

Todd discussed action items from last meeting.

**Covid Survey in lieu of normal employee survey:**  Todd presented the idea of having a separate survey that goes out to all faculty (adjunct and full time), administrators and staff to capture the pandemic process of working/teaching from home. Keep in mind this survey would take the place of the regular employee survey for this year only. Just as we’re in the development of the survey, the Office of Institutional Effectiveness sent out a survey with some technology-based questions. Do we still want to do one now that the other survey has been conducted? Yes. Nick Strobel thought that we should go ahead with the survey. Kirk Russell thought that we should label the survey “staff survey on technology”, not on Covid specifically. When is it going out? Sometime in the next few weeks.

**ACTION: Todd to enter the questions into the survey tool and send out. Survey to happen before the April 5th meeting.**

**Return to Campus Discussion**:

Discussion:

Todd – as we return back we will need to social distance – we’ve heard that herd immunity by April. What does tech in classroom look like? Hybrid? Math Department has come up with a solution that they would like to pilot and have shared videos using this technology with President Christian. Kurt will share the video with the ISIT committee.

Nick Strobel asked if we have enough bandwidth to have thousands of students on zoom from the campus at the same time. Bonnie Hammond questioned how students would be accessing zoom on campus, via desktop or laptop? Question on feedback and would this create such tremendous support issues to manage this. Would there be echo from the classroom/loopback audio?? Sara Palasch questioned the internet strength in the Language Arts building – suggesting it was not adequate to support zoom. Pam Boyles asked how do we determine who comes on campus and who stays in the zoom world? Leah Carter stated that some faculty said they are concerned students would take advantage of the situation and look for ways to not attend class or not participate. Scott Peat says he sets up an asynchronous lab and has his students participate that way. Saving class time for important labs, discussions, activities, etc. Camera would be useful for each faculty office when we return to campus as most likely faculty in Biology will continue to have zoom office hours. He also would like to see all of the objects appear on the screen in the classroom and sent out… similar to the new classrooms (redone) in Math Science. Kristin side note: This would require HDMI – as the inputs currently in the Biology area are not HDMI – they are VGA and antiquated technology. Leah Carter asked if faculty were going to be required to wear masks to lecture. If so, she feels that most faculty would be difficult to be understood. Plexiglass in front of the teaching stations?

Nick Strobel says his classes has no requirement for using zoom. His lectures are pre-recorded. He uses Canvas. Zoom for breakout rooms and discussion sessions/questions. Online homework system. Students are broken into groups and manages it that way. In-class time would be student to student (peer to peer) instruction. He’d like to have a camera and the ability to capture the white board for his planetarium discussions. Remote mics? (Mics are on most webcams) to amplify sound and install microphones would need additional equipment. It is being researched – but is not readily available, yet (Kristin’s note). Todd mentioned use of a swivl. Matt Andrasian-Jones pointed out that the Swivl has some complexity to recording audio – especially when the faculty member turns towards a white board and speaks.

**ACTION ITEM**: This will be a reoccurring topic on our ISIT agenda until the end of the 2020-2021 school year. We still want plenty of feedback from all areas on how this return to campus and use of technology would work.

**Student Success Technology/Student Help Information Desk:** Dan Hall didn’t have any major updates other than different web conference software (not zoom) was being considered for the CID but didn’t have any further info to report at this time. Also that the CID would now be open 7-days a week for student access. Nick asked if it was advertised anywhere about the hour change. Dan said he would look into it, but doubted it had been advertised much. Also Dan put in a ticket with zoom on the issues they’ve been having when they get over 100 people in a room – the system crashes for them. Also brought up zoom phones – which would need to work through the district. Stay tuned.

**Academic Technology General Updates:** Pam Rivers wanted to remind everyone of the “Level Up” courses – 3 Ed courses have been re-opened for participation. If you’d like more information, feel free to e-mail Pam and she will get you info. Flex week early planning for Fall 2021 – yes, it’s that time again to start thinking about presenting during flex week. If you have a good idea that would make a fantastic workshop, be on the lookout for Pam’s e-mail asking for ideas.

**Technology Support Services (IT/MS) Updates:**  Todd brought up all of the construction projects that have been keeping IT/MS busy. BC SW – is in the end of construction, we will not be in the building until early summer. Many moves are getting ready to happen around campus – moving areas so additional construction on the Welcome Center and Admin Annex can begin. Campus Center should be complete and handed over to BC by the end of April. In addition, the gymnasium complex has begun. Memorial Stadium is complete and Delano and Arvin are getting new buildings. They are in early phases. Todd and Kristin are meeting with the Measure J team on a weekly basis to understand all of the phases of the construction process and so that IT can hit the ground running in each process.

**Meeting ended at 5:00pm/KR**

**Next Meeting:**

Monday April 5, 2021 – 4pm

Monday May 3, 2021 – 4pm