**ISIT Committee Meeting Notes 11/2/2020**

**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; Stephanie Baltazar, CTE; Bonnie Hammond, Engineering & Systems; Kirk Russell, Library; Erin Miller, Social Science; Judy Ahl, Technology Support Services; Darren Willis, Industrial Technology; 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 Mehume, Communication; Leah Carter, FACE; Kurt Klopstein, Math; T. Silva, Philosophy; Richard Marquez, English; Kim Chin, Performing Arts; Gian Gayatao, BCSGA President; Tracy Lovelace, Academic Technology; Matt Andrasian-Jones, Academic Technology; Adel Shafik, Art; Richard Miles, BMIT; Nick Strobel, Physical Science; Heather Shaffstall, Allied Health; Sara Manuel, Behavioral Sciences/Criminal Justice.

**Absent:**

Stephanie Baltazar, CTE; Beth Rodacker, EMLS; Tim Bohan, Education; Bill Moseley, Dean AT (Ex Officio); Emma McNellis, SGA; Kalina Hill, TPAC; Michael McClenic, Counseling.

**Todd started the meeting via zoom at 4:08 pm.**

**No additions to agenda for 11/2/2020.**

**Approval of Agenda & Meeting Minutes from 10/5/2020:** Richard Marquez motioned to approve, Erin Miller Seconded, Nick Strobel Abstained (not in attendance previously). Approved as written.

Todd discussed action items from last meeting.

 Action Item A: Still has not been resolved will still do – will stay on minutes as action item.

 Action Item B: Process for prioritizing ISIT requests will be discussed at today’s meeting.

 Action Item C: Report out will happen at today’s meeting.

***ACTION: Todd reach out to Education/Summer bridge about request for “Dry-run” of how classes will look in this environment and assist them prior to the start of the semester with help and tools for all online students.***

**Program Review Prioritization Process:**  34 requests as of 10/21/2020. 44 departments/programs have submitted requests as of 11/3/2020 when report has been run through eLumen. A Recap of how the prioritization meeting happens: 2-3 hour meeting – conducted as a drop-in event. Allowing for a 2-minute presentation per request. Now that we’re having to conduct our meetings via zoom due to COVID-19, how will this look? Should we have an open drop in zoom meeting? Should we allow for 2-minute videos to be submitted in-lieu of presenting? Richard Marquez likes the live presentation as well as Nick Strobel and Kurt Klopstein. The ability to ask questions is ideal versus watching a video with no interaction. Michael Muhme asked about how many you’d vote for – half, one third? The cut off date for submittals is the first week of November. Kristin is still working with those areas that have not yet submitted program reviews to ensure they are afforded the opportunity to submit requests. September 30th was the official cut off date.

***ACTION: Kristin will put together the ISIT requests report through eLumen and distribute to the committee.***

Student Survey Questions: Todd thinks we should probably change survey if we are to continue it this year. Concerns about survey fatigue with students filling out this survey that would be similar to a recent survey conducted by Craig Hayward and the Office of Institutional Effectiveness. Todd is willing to share the link to the data that was captured by Craig’s recent survey as there were questions about technology as part of the survey. The other option is to forego the survey for this year entirely. Most, if not all, of the committee agreed with opting out of an ISIT student survey this year. The data most likely be skewed being that students are not on campus at the survey date. The survey reflects what is going on with student use of technology on the campus, and would reflect their views of their technology use at home during the pandemic, which is not the intent of the survey.

Kirk, Erin, Nick and Dan Hall all agree. The committee agreed and voted accordingly. Todd will send a link to the data collected by Craig for the committee to review. The Student Survey will commence in Fall 2021.

**Employee Survey Summary:**
Small committee formed consisting of Erin Miller, Dan Hall, Nicole Hernandez and Kristin Rabe to review the outcome of the Spring, 2021 survey. The committee divided the questions at two each and the final summary of work was put together by Kristin. The survey was conducted just prior to the stay at home order given by Governor Newsom. The data reflects what was happening on campus prior to the Pandemic. The document is available for review on the ISIT Committee webpage.

* + Conducted Prior to Pandemic
	+ 54% (now greater) use their own laptops
	+ Should there be a separate Survey for Classified and Faculty?
	+ Zoom should be on the next survey as an option
	+ Need more workshops on accessibility both with content and equipment
	+ Positive feedback for IT Staff overall

Nick asked if laptops would be a far less expensive option for all in lieu of desktops. Todd did not think that would be true. There are security, hardware maintenance concerns with having a laptop versus desktop environment to support. Windows licensing is also a challenge. Since the workforce transition home – we have purchased additional monitors and HDMI cables to assist in accommodating what everyone has grown accustomed to on campus.

**Academic Technology Update:**

Academic Technology Team remains super busy assisting faculty and supporting a number of online workshops. Matt Andrasian-Jones spoke about the level-up online teaching course being offered starting in the next few weeks. For more information, the committee is invited to take a look at the Academic Technology website and/or contact either Matt or Pamela Rivers for more info. The first 400-faculty who sign up to take this course and complete it, will receive a $1,500 stipend. Matt put a link to the google form in the chat window and he will e-mail it to the committee. Other than that, Pam is getting ready for Spring Flex week and the sign up to host workshops will be out to the BC Community soon. Please decide to offer a workshop for Spring Flex week!! Also, please take a look at the Academic Technology Blog by Alex Rockney and the Academic Workshop Blast that is published by Pam each Monday.

***ACTION: Matt will provide a synopsis of the Level-Up Program to the ISIT Committee (Powerpoint).***

**Student Success Technology/Student Help Information Desk:** Dan Hall had nothing to report other than the Chat Bot to live person seems to be successful. The Chat Bot is able to respond to most inquiries by students and community who use it. They haven’t had a lot of call for a “live person” response. Other than that, nothing new to report.

**Technology Support Services (IT/MS) Updates:**

**UPDATE ON CHROMEBOOK/LAPTOP Loaner Program**:

Almost out of the Chromebooks: Todd is working with Financial Aid and another 175 chrome books are under consideration to be purchased. Appstream product is really useful on the Chromebooks for students taking PSYCH B5, it allows them to use SPSS effectively.

Laptops for Employees: Robbed all carts on campus to provide the work at home environment for employees. Ordered 30 more laptops to have available. IT has given out about 300 since Pandemic began.

BC Southwest: Timeline now shows building will be complete in June 2021. Todd showed a photo from the walkthrough on October 27th. BC Portable trailers will be pulled in February as they will not be needed are an additional expense.

ABC Building and Science Building – Todd shared recent campus pictures of both buildings.

**Meeting ended at 5:06pm/KR**: