**ISIT Committee Meeting Notes 10/5/2020**

**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; Kalina Hill, TAPC; Michael McClenic, Counseling; 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; T. Silva, Philosophy; Beth Rodacker, EMLS; Richard Marquez, English; Kim Chin, Performing Arts; Gian Gayatao, BCSGA President;

**Absent:**

Deborah Rosenthal, Chemistry; Leah Carter, FACE; Kurt Klopstein, Math; Tracy Lovelace, Matt Andrasian-Jones, Academic Technology; Adel Shafik, Art; Tim Bohan, Education; Bill Moseley, Dean AT (Ex Officio); Richard Miles, BMIT.

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

**Started with Introductions. Welcome new members who were not at the September meeting.**

**Approval of Agenda & Meeting Minutes from 9/14/2020:** Richard Marquez motioned to approve, Beth Rodacker Seconded. Changes made to attendee list for Michael McClenic and Sara Manuel taking over for Dana Heinz-Gelder. Otherwise – approved as written. No additions to agenda.

Todd discussed action items from last meeting. One action item was to add a student from Student Government. We now have SGA President Gian Gayatao on the committee. Welcome Gian.

Pam Boyles was going to work with those newer areas that do not currently have representation on the committee and find faculty members who are willing to serve and work their approval through Academic Senate.

Another action item was conducting a dry-run at distance ed with summer bridge students. Todd was to have reached out to the Education area and summer bridge and did not prior to this meeting. Will keep on minutes as action item for November 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.***

**Academic Technology Update:**  Academic Technology Team is super busy, so busy they were not able to make today’s meeting. They have been doing an outstanding job supporting all of our students in the online effort. Consider taking a course in zoom if you need some assistance with that technology or enroll in the Canvas workshops/office hours offered by this team. Stay tuned…

**Program Review Process for ISIT Requests:** Todd talked through the process for ISIT requests and how the ISIT committee reviews, listens to the presenters who’ve submitted the requests and prioritizes them. As we all know, these requests do not come with a guaranteed budget. These requests are prioritized in the event that money becomes available through a grant, donation or surplus. We need to discuss the prioritization presentation meeting more in depth at the November early meeting. The presentation meeting is set for November 30th. How does this day look:

1. 2-Minute video?
2. Live Presentation in front of a 3-hour zoom meeting?
3. Hybrid solution where presenters submit a video and then are available for questions on the day of the “presentation meeting”?

Scott Peat likes the video submittal option, but likes it when Kristin chimes in during the live presentation about how things were organized or grouped – for instance, if someone else had submitted a similar request or if grant dollars were already paying for the update. Todd chimed in with the dislike about not being able to ask questions and clarification on parts of their requests. Pam Boyles suggested that presenters submit the videos ahead of time, the committee meets and discusses and make it really clearly stated to those submitting about the time limit of the video. Todd agreed with the two-minute duration maximum. Kristin mentioned that at this point in the submittal process, she’d only observed five requests made so far. It may be a moot point if there are so few requests. We had over ninety-six last year, so that makes a big difference. Todd likened this to folks not being on campus this year during the Program Review process. Technology replacement is just not at the front of everyone’s thoughts. Pam liked the idea of a proxy in the event the submitter could not make the meeting as the committee has done in the past. Dan Hall suggested that we watch the videos together. Todd explained some of the challenges learned while showing videos in zoom live during the President’s forums. Not always the best experience. We will further discuss at the November meeting, meanwhile, Kristin will compile the requests for the November ISIT meeting November 2nd.

***ACTION: Revisit Presentation Process for ISIT Requests Prioritization Meeting on November 30th. Decide on deadline to submit videos.***

**Staff Survey Results:** Todd brought up the staff survey we had conducted in Spring 2020 but never summarized as we conducted the survey during the last month of Spring semester. He asked for a volunteer group to summarize and present the findings of the survey to the committee at the November meeting. We will also need to finalize the Student survey at the November meeting. Erin, Kristin, Dan and Nicole will review the results and summarize for the next meeting.

***ACTION: Todd will send the results to the sub-committee of Erin Miller, Kristin Rabe, Dan Hall, Nicole Hernandez for review.***

**Student Success Technology/Student Help Information Desk:** Dan Hall spoke about the latest technology used by the student success team to assist students. That technology is a chat bot and the creation of a live assist person stemming from a response in Chat Bot. The team is utilizing breakout rooms to specifically the assistance that the student needs. The student reaches a main waiting room where they are referred to a specific (Financial Aid, Registrar, Counseling) area for assistance. The team had a little bit of a learning curve but have really worked together to create an outstanding service for students. Kalina added that by having instructors refer their students to the information desk and a live breakout room, the student is far more in a win-win situation for everyone. It helps the team maximize the platform and student services that they offer. Dan provided a link that faculty can use in Canvas to the chat box/live information desk. If students click on the link, they land into the zoom waiting room where a live response happens. The students are feeling better supported. Todd said it was a herculean effort to try to support all of our students, give them answers that they need and get them along the way. Keep up the good work. Dan verified that the system is mobile-device friendly. Todd provided the example of a community member he referred to the Information Desk – and they were able to get an answer to their question regarding a name change on a diploma.

**IT/MS Updates:**

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

Approximately Five-to-Six Hundred Chromebooks overall have been distributed to students who did not meet the criteria to be supported through financial aid but still had a need for technology.

Out of the Five-to-Six Hundred, there are probably only about fifty left for loan this semester. There is a process that the student needs to apply to get one – but they are on a first come, first served basis.

Brett and Todd alternate days on campus during the week. There is typically at minimum two techs on campus during alternate days.

If you have issues with your campus issued technology/laptop – you can make an appointment, wear appropriate PPE when you arrive and we’ll assist you. We’d ask that you take your temperature prior to arriving on the campus to comply with the safety protocols put in place.

Construction update: The ABC (Campus Center) building is moving right along. We should be in the building mid-late November and moving people in December. This will free up the ADMIN building President’s suite. The new Welcome Center and Annex buildings will be following the moves.

BC Southwest will now be complete by May 2021. We will probably move everyone over by mid-Spring 2021.

The Science & Engineering new building is also making strides with foundation poured and steel going in now through mid-November. It will look like a different campus when you get back to it.

The new Gymnasium, Delano Learning Resources Center, Agriculture, Arvin and and much more are in the mix. Stay tuned!

**Public Performance Rights/Accessibility**: The Public Performance Rights flier provided to the ISIT Committee at the start of each academic year assists in reminding the committee to take these rights seriously. Please be aware and know what your rights are to show/not show copyrighted material to the public.

Accessibility for all mandate for all materials to be accessible at all times. Review flier.

**Meeting ended at 4:50pm/KR**: