**ISIT Committee Meeting Notes 9/13/2021**

**Zoom Meeting**

**Attendees:**

Judy Ahl, Technology Support Services; Tim Bohan, Education; Pam Boyles, English (ISIT Co-Chair); Leah Carter, FACE; Kim Chin, Performing Arts; Dan Hall, Student Success & Technology, Bonnie Hammond, Applied Science & Technology (Electronics); Nicole Hernandez, Nursing; Kalina Hill, TPAC; Kurt Klopstein, Mathematics; Tracy Lovelace, Academic Technology; Sara Manuel, Behavioral Science; Richard Marquez, English; Richard Miles, BMIT; Erin Miller, Social Sciences; Michael Muhme, Communication; ; Scott Peat, Biology; Kristin Rabe, Media Services/TSS (note taker); Brett Redd, (ISIT Co-Chair) Technology Support Services; Pamela Rivers, Academic Technology; Christina Rodriguez, IT/TSS; Kirk Russell, Library; James Selgrath, Agriculture; T. Silva, Philosophy; Nick Strobel (Debra Rosenthal), Physical Science;

**Absent:**

Matt Andrasian-Jones, Academic Technology; Stephanie Baltazar, CTE; Gian Gayatao, BCSGA President; Michael McClenic, Counseling; Emma McNellis, SGA; Matt Moon, PHED; Bill Moseley, Dean AT (Ex Officio); Sara Palasch, Foreign Languages; Adel Shafik, Art; Jonathan Ward, Counseling; Darren Willis, Industrial Technology.

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

**No additions to agenda for 9/13/2021. No changes to meeting minutes. No action items from 5/3 (other than the meeting out at Olive Drive for classroom review).**

**Approval of Agenda & Meeting Minutes from 5/3/2021:**  Kurt Klopstein motioned to approve Notes, Leah Carter seconded. Motion carried – no abstentions. Agenda – K. Klopstein motioned to approve, Erin Miller seconded. Motion carried – no abstentions or changes.

**Introductions:**  Not many new… There have been some significant changes in IT department – Todd is playing a larger role in the IT area at the district office. He is serving as the Associate Vice Chancellor (Interim), he’s still involved in BC IT operations. Brett is the IT Director and Kristin is the Assistant Director, Israel is our program manager. Evening support will start in October – new staff will help with that. Christina Rodriguez was hired as a department assistant for Technology Services. Judy Ahl and Tracy Lovelace will be retiring in December. Both have worked within IT and Academic Technology, respectively for many years and will be missed. Nick Strobel pointed out that Deb Rosenthal should be the committee rep, but since he received the invite, he is attending for today on behalf of the Physical Science Department. Pam Boyles will research the remainder of the vacancies and will report back at October meeting.

**Committee Charge (Boyles):** Nick Strobel suggested that we phrase the committee membership to better reflect what Academic Senate has in their charge. One Representative from each academic department, so it’s less about specific numbers of people and more about the overall representation. Pam agreed and will rephrase for the October meeting to vote upon. Also, Nick suggested (via email) that the 2020-2023 Technology Plan proposes on page 11 two new additional items for the ISIT committee charge. Nick is asking if we want to consider these for the October meeting. Those two items are: Item 1: *Assure that technology support meets the needs of learning, teaching, college-wide communications, research, and operational systems*. Item 2: *Assure that technology planning is integrated with institutional planning.*

**Technology Process & Tech Plan (Redd):** Brett shared the Technology Plan with the committee and referenced it on our committee webpage. The current tech plan will sunset in 2023. There have been some changes to the operational structure of IT – and those will be reflected in an addendum to the tech plan.

**ISIT Process/Program Review (Rabe):** Kristin reviewed the ISIT tech resource request process. Since most of the committee is returning and has seen this – not much time was spent on reviewing. The documents are on the committee page.

**Strategic Directions Update/Wifi/AppStream (Redd/Rabe):** Kristin also reviewed the strategic directions – which Brett had mentioned earlier in the meeting regarding the Wifi project for outdoor spaces which is next in the series of progression with WiFi. Indoor Wifi is complete – so if there is a space that doesn’t appear to have coverage – please submit a ticket for review and we’ll address it. App Stream (Redd): Brett addressed the committee on APP Stream. This is what support staff to do remote work. This takes a big chunk of IT time and effort and it isn’t one of the strategic goals/initiatives shared. There was a job walk on 9/13 for the areas starting on phase one of the outdoor wifi “greenspace” initiatives. There are three phases to this project. One is a parking lot on the North East side of campus, the other is the perimeter of the stadium and the rest is campus.

**Academic Technology General Updates:** Tracy Lovelace spoke on behalf of Academic Technology. Alex Rockey is offering liquid syllabus workshops (in honor of Nick Strobel) which is a great tool to help. Professors concerning waitlisted students: the training is coming up – you can sign up for this workshop in the portal. Just want to remind everyone about the weekly blast – and each of our staff create and develop tips. Nicole Avina – she knows her stuff – she oversees our Renegade Hub which is where you can send all of your students for help if they need it. We follow the library hours – so send your students to us. Matt Andrasian-Jones will be hosting an advanced workshop on Design Tools. We are also offering workshops on Play Posit.

### **Student Success Technology/Student Help Information Desk:** Dan Hall: Student Information Desk

* The number of instances of students visiting the SID has increased sharply over last year.
* In August 2021, there were over 9000 instances of students coming into the SID for assistance. The previous one-month record was 5500.
* The number of students coming into the SID can be overwhelming and pressure-packed, but the staff is managing.  The Student Services departments are helping to staff the SID and making it a one-stop-shop for students needing assistance.
* We are working on reducing the amount of waiting the students might experience in the waiting room.

### Ocelot

* There are three communication features within Ocelot:  1) Chatbot; 2) Live Chat; 3) Texting Campaigns.
* In the seven months that we have had the Texting Campaign feature, we have launched 200+ campaigns and have messaged over 70,000 unique contacts.

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

1. BCSW: BC will get the keys in late October – we will have plenty of time to move in and get the computers and everything ready for spring 2022 semester. Similar notes on construction, Arvin is getting ready to break ground out across from Arvin high school. Science & Engineering should come online late December. We’ll keep you posted as we learn more. We also have a building out at the Bakersfield Auto Mall – and I will bring you up to date about that when we get more info.
2. Chromebook/Laptop Loaner Project: Students can go to the Financial Aid website and fill out a form, once approved by Financial Aid, the form comes to IT and the student can then come pick up a loaner chrome book or laptop. We started with about 650 and we have about 150 left. We have about 500 out. Christina has been a tremendous help with getting these checked out to everyone.
3. Accessibility & Public Performance Rights and Accessibility, basically make sure all of your visual materials are accessible to all or don’t use them. Share the flier and referred everyone to the committees page. Same for Public Performance Rights – Basically, if you didn’t create it – don’t share it in a public social media space or “live”. Use materials only in a classroom setting. For more guidelines, consult the flier on the ISIT committee page.
4. HEERF Update – PPR (Project proposal Recommendation) has been flown for signatures. This has taken a while to work with the district office to complete. We finally have an assigned project manager from the district office facilities/construction team who will work with Kristin on SOW (Scope of Work) and getting a bid-package together to go out for Bid. Cost of the project is around 3.18 million dollars. Kristin has done the specifications based on a few models of how the HyFlex rooms should be set up (HyFlex is Hybrid (interactive/face-to-face) and Flexible). Until the proposal hits the street for bidding, and we understand equipment timelines (when it can arrive) we will not have a timeline. Hopefully by October. The first building to be updated will be every classroom in Language Arts. We will work with all faculty to ensure as minimal downtime as possible. Cost of equipment and availability are key factors in this project. Meanwhile areas should put all ISIT requests for projectors/equipment in their program reviews as requests even if they are in the Language Arts building.

Questions?

**Meeting ended at 5:32 pm/KR**

Next Meeting Monday October 4, 2021 4pm