**ISIT Committee**

September 11, 2017

Levinson 40, 3:30 – 5:00pm

Note taker: Darren Willis

Attendees:

**Minutes**

1. Review and Approval of Minutes from May 1st meeting.
	1. Kristen Rabe motioned, Greg Cluff seconded
2. Academic Technology General Updates – Moseley (moved up in the list due to another commitment)
	1. eLumen Update:
		* 1. We are proceeding at a slower-than-expected pace at migrating Curricunet to eLumen. Lots of bad data that needs to be cleaned up.
			2. There is a revised timeline for Curriculum changes, along with a template that is being provided.
			3. 5 to 7 programs are in the process of coming online
			4. Team is working on getting Canvas data to interface with eLumen.
			5. The Academic Technology Center is located in L160. Has captioning station setup, along with a faculty-use 3D printer. A mini-maker-space.
3. Funded Technology Requests – Coston
	1. Campus WIFI, the single-biggest request from students on our annual survey, will be taken care of with the first distribution of funds from the Measure J bond (see below).
	2. Analog phones have replaced digital phones; status is approx. 96% complete
	3. eLumen is being put into place to automate program review
4. Committee Role – Coston
	1. ISIT does not make decisions as far as funding or prioritization of projects. We have no authority to do so. Our role is to make recommendations and to report back to our stakeholders what is currently happening on campus, technology-wise.
	2. In November there will be a meeting where Program Review requests will be listened to and voted on. The results will go on to the President as the official recommendations of the committee.
	3. Voting members are limited to those who have met the minimum meeting attendance requirement
	4. Voting (and any necessary tie-breaking) will take place at the meeting, as voting will be electronically done. No need to wait until after break to get results.
5. Review Charge – Coston

# The change will be adjusted as follows:

* + 1. Under Committee Charge, Point #6 will say “Maintain” as opposed to “establish”
		2. Under Scope of Authority, the words, “including Delano, BCSW, and other remote locations” will be added.
		3. Under Composition, Faculty Director of technology, Innovation, and Professional Development” will be replaced with “Dean of Academic technology.”
1. Technology Support Services General Updates – Coston
	1. Accessibility and Public Performance rights – Rabe
		1. There are challenges involved in making things accessible.
		2. Question: Can the college provide resources to aid instructors on getting materials made accessible?
		3. You might need to think outside the box. For example, playing a video that is narrated but is without captioning is not acceptable. However, turning off the sound and narrating yourself IS acceptable
		4. Students with limitations and disabilities need to get the same experience as a student without those limitations and disabilities.
	2. Wifi and bond projects –
		1. Measure J is providing $500 million. 250 access points and $1 million are going to cover all internal spaces with WIFI coverage.
			* 1. Erin wishes to get some follow-up on any online bookkeeping that shows how these funds are being spent.
	3. Staffing – Coston
		1. IT department has 7 persons officially, but 1 is on medical leave and is not coming back. We cannot re-hire the position until November.
		2. IT is getting a new program manager position
	4. Starfish – Coston
		1. Software might be in place by summer 2018. This is student services software that takes the place of SARS-Grid, Early Alert, DegreeWorks, Writing/Math Center sign-in.
2. Committee Goals – All
	1. Status of 2016-2017 Goals:
		1. Goal #1 & #3 are ongoing
		2. Goal #2 & #4 have been accomplished.
	2. Committee goals for 2017-18:
		1. Keep Goals #1 & #3 as stated.
		2. New goal: Raising Awareness on Technology-related Accessibility Issues
			1. Accessibility Task force to weigh in
			2. Professional Development can be arranged
	3. Ensuring ISIT Committee members are Educated on Accreditation Process and are Disseminating Information to Faculty/Staff in Represented Departments.