

Information Systems and Instructional Technology Committee

**Unapproved Minutes**

May 4th, 2015

3:00 pm – 4:30 PM

SGA Executive Board Room

**Attendees:** Todd Coston, Erin Miller, Bill La, Heather Keldgord, Kristin Rabe, Gabi Martin, Reg Autwell, Richard Marquez, Kirk Russell, Vanessa Bell, Daniel Galvez, Cindy Hubble, Bill Moseley, Kristin Rabe, and a few others not listed here.

**Minutes Recorded By:** Erin Miller

**1. Approval of Minutes**

- a. Reviewed by committee members, motioned for approval, seconded with no abstentions, approved by all

**2. Campus/District Updates**

**a. Pay for Print (Todd Coston)**

- i. Change in the way students pay for printing from campus computers to campus printers.
- ii. Planned implementation over the summer of 2015
- iii. How it Works: Students at computers in the commons or labs, submit their print job, and a box pops up asking for authentication. They receive confirmation that the job will be released at print station. At the print station, they log in with student id number and password. They will see a list of jobs submitted for print, select released items to be printed, or they may decide not to print (and they won't be billed). This new way of printing bills directly to each student's student account
- iv. The old printing system entailed paying cash or loading money onto an id or print card that they credited money to through a machine in the library
- v. The new system requires a credit card or paying through the Business Office. Students can put money on their account through their computer work station; they click on balances and then the area to add money to account. This requires credit card information. If they don't have a credit card, they have to go to the Business Office and have money added to their account, so it can be posted
- vi. This could be problematic for night and weekend students

**b. TIPD (Bill Moseley)**

- i. The main topic of discussion of TIPD was the launch of the Orientation for Online students for this fall term, with a pilot happening over the summer. Faculty can email Bill Moseley for a faculty account, and in order to get students going, they just need to be sent to [www.orientater.com](http://www.orientater.com)

**c. ISIT Technology Request Form (Kristin Rabe)**

- i. Suggested changes to the feedback component of the ISIT Tech Request Form
  
- ii. Work on revamping the form over the summer
  
- iii. No longer asking for quotes on ISIT technology request forms because Judy Ahl and her team usually have to obtain additional quotes that take memory, software, etc. into account
  
- iv. Related indirectly is the delineation between instructional and non-instructional items for Coston's budgeting purposes as they relate to technology requests
  
- v. Coston's goal is always a 5-year replacement plan for each unit, but we're still working towards this, especially as the number of computers on campus increases

**3. Funded ISIT Technology Requests (Kristin Rabe)**

- a. \$165,000 funded computers considered four-year machines for the computer commons

**4. 2015 Employee Technology Needs Survey Review (All)**

- a. Emphasized the importance of linking this and other ISIT goals in general to accreditation and Bakersfield College's goals
- b. Issue of differentiating between technological needs in the survey and individualized user concerns, so ISIT has worked to narrow the questions to better measure these responses

**5. Technology Training Recommendations (All)**

- a. Emphasized the importance of linking this and other survey items to accreditation and Bakersfield College's goals
- b. Revisited ideas brainstormed at a previous ISIT meeting in early spring, emphasizing Moodle CAS workshops for students, professional development workshops on Moodle for faculty, Moodle training videos, faster Moodle processing, teaching students to synch their smart devices with their BC email (Gmail), terminals around campus for student easy access, emphasis on students demonstrating competencies in the discipline and with the requisite technology, and thinking about first-gen and under-represented students in the way we make technology accessible

Next Meeting: September 14, 2015, 3:30-5:00 pm, SGA Executive Board Room