ISIT Co-Chair Job Description

Committee responsibilities
a. Plan committee agendas
b. Conduct committee meetings
c. Oversee committee minutes and the proper forwarding of business items.
d. Oversee the work of the various ISIT subcommittees

Senate responsibilities
a. Attend Senate Executive Board meetings held every other Wednesday afternoon from 3:30 p.m. – 5:00 p.m.
b. Interact with the Senate President regarding technology issues
c. Give periodic reports to the Senate.

Campus/District Responsibilities (held jointly with the administrative co-chair)
a. Communicate committee concerns and actions with both campus and district Information Technology departments.
b. Attend the Instructional Technology Committee meetings
c. Attend the Luminis Response Team meetings as necessary
d. The ISIT co-chair attends the district-wide Distance Education task force and the district-wide Banner Student team meetings as often they meet (Banner student is about once a month but the particular day changes)