

ISIT Co-Chair Job Description

The faculty co-chair of ISIT is appointed by the Academic Senate

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.
- e. Maintain the ISIT Committee website.
- f. Maintain the ISIT bc_isit email listserv.
- g. Regularly meet with administrative co-chair.

Senate responsibilities

- a. Attend Senate Executive Board meetings held every other Wednesday afternoon from 3:30 p.m. – 5:00 p.m.
- b. Attend the Senate meetings held every other Wednesday afternoon 3:30 to 5:00 PM one week off from Senate Executive Board meetings.
- c. Interact with the Senate President regarding technology issues.
- d. Give monthly 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 districtwide technology committee meetings as necessary.
- c. Attend the districtwide Banner Student team meetings as often they meet.
- d. Attend the Luminis Response Team and SARS-ALRT Response Team meetings as necessary.
- e. Attend the monthly Student Success Stewardship Team meetings held on the second Friday from 10:30 to 12 noon.
- f. Present Committee Co-Chair report to College Council twice a year.