**ISIT Committee Minutes**

April 2, 2018

3:30 – 5:00pm

Collins Conference Center

Note taker: Tim Heasley

Attendees: Stephanie Baltazar, Wade Ellis, Tim Heasley, Richard Miles, Kurt Klopstein, John Giertz, Greg Cluff, Tracy Lovelace, Sarah Villseñor, Linda McLaughlin, Michael Westwood, Kristin Rabe, Richard Marquez, Todd Coston, Judy Ahl, Cindy Huddle, Matt Jones, Michael McClenic, Adel Shafik

**Agenda**

1. Approval of Minutes from March 5th - ALL (5 min)  (ISIT\_2017-18\_meeting notes\_March 5\_unapproved.docx)
	1. Motion was made to approve minutes and was seconded. Minutes were approved.
2. Student Survey Summary – Martin and Westwood (15 min) (ISIT\_2017-18\_Student tech survey\_summary.docx)
	1. Results of the student survey were reported on. Overarching themes of the survey included:
		1. Negative feedback (as anticipated) about the campus Wi-Fi network
		2. Complaints of out of date computer equipment in labs
		3. Positive feedback of Canvas. Students seem to like it but wish that instructors used it more consistently
		4. Negative feedback on the pay for print system
		5. Complaints about the hassle of logging in to the various systems. Students requested use of username vs. full email.
		6. The need for more places to charge their own tech
	2. Todd had updates on where we stand with each of these items  and pointed out that some concerns will be addressed with Measure J funding.
3. Employee Survey – All (5 min) Need sub-committee to summarize.
	1. Employee survey results are in, and a committee is needed to look for themes as was done with the student survey.
	2. Richard Marquez and Erin Miller will complete this process and report back to the full committee.
	3. It was noted that there are about 150 responses to this survey compared to 600+ from student survey.
4. Accreditation Standard III.C.4 – Coston (10 min) Review and discuss. (Standard III\_C\_4.docx)
	1. Todd Coston reminded the committee that at any time during the accreditation process, ISIT committee members may be questioned about the standards.
	2. After reviewing the standard, various evidence of how we are meeting the standard was discussed including:
		1. Ongoing Canvas trainings for instructors
		2. FLEX week trainings. These professional development opportunities are listed on the BC website and can be pointed to as evidence of trainings
		3. Students are trained through a variety of resources such as Summer Bridge, easy to find links on their desktop with how-tos, etc.
		4. There are trainings that accompany big updates of systems such as Banner, eLumen, Starfish.
	3. The committee was reminded that evidence for all standards is being shared back to the accreditation report editor, Nick Stroebel, then to a second editor for further consolidation.
5. Academic Technology General Updates – Moseley (10 min) a. eLumen Update b. Canvas Update c. Other
	1. Tracy Lovelace spoke to major problems with Canvas on Friday that were related to the import process in Banner. People “lost their classes”, but the reimport was successful and everything was back up in the afternoon. She encouraged people with any further issues to contact her.
	2. Canvas for summer/fall should be accessible
	3. No eLumen updates, but there was a question of whether there would be eLumen training in the fall.
6. Technology Support Services General Updates – (10 min)
	1. DO IT Website – Coston
		1. it.kccd.edu was created to create some transparency at the district level in regards to IT including status reports, links to maintenance schedule, etc. Some areas of the site include:
			1. Projects. Users can see the details, people, timelines, etc. about district IT projects.
			2. Portfolio. Gives an overview of the various systems that the district supports.
		2. The site is password protected due to the nature of the information and is accessible from out of our network.
		3. There is also an alternate access point when scheduled maintenance is occurring.
7. SD Report – Coston (10 min)  (SD\_S2018\_ISIT\_FINAL.xlsx)
	1. Todd Coston presented the 2018 Strategic Directions report for 2018. This is the last report of current strategic initiatives, and there will be new initiatives in the fall as we begin a new 3-year cycle.
	2. Todd walked the committee through each initiative and reviewed the evidence column. It was noted that some initiatives are driven by funding and/or cannot be completed in the length of the cycle. Some items are partially complete because they reach across multiple areas.
	3. 4 goals are listed, and all are marked as completed.
	4. Questions/suggestions were welcomed before the report is submitted for publishing.
	5. One question raised during the review of these initiatives was whether or not we know the percentage of instructors that are using Canvas. Tracy Lovelace responded that while we did not, a report could be run to determine that. It was suggested that outreach may be needed to address the student survey feedback relating to inconsistent instructor usage of Canvas.
8. Accessibility Presentation – Goldstein – (15 min) (ISIT\_2017-18\_CC Accessibility Audit.pdf)
	1. Terri Goldstein provided the committee with updates expanding on her last report regarding the state accessibility audit. Several expectations of the auditors along with implications for BC were presented. Most topics involved the need to develop processes for meeting expectations as well as documentation/tracking of how the expectations are being met. The following topics were addressed:
		1. Timeliness DSPS Alternative Media Services
		2. Website accessibility
		3. Accessibility of instructional materials
		4. Faculty training on accessibility
		5. Complaints disaggregated by type
		6. IT Master Plan upgrade and replacement
	2. John Giertz asked about Canvas’ accessibility checker followed by some discussion of the tool. It was noted that the technology is there but education may be needed via FLEX training. Todd Coston pointed out that the audit may trigger changes in Canvas and other services in order to stay in compliance for their customers.
	3. Terri Goldstein announced an upcoming all-day workshop (April 17-18) on creating accessible fillable forms, documents, etc. Info will be sent out to the campus.
9. Next meeting: April 30 3:30-5:00p Collins Conference Center