**ISIT Meeting: October 1, 2018**

Library 149 – Bakersfield College

**Attendees**:

**Co-Chairs:** Todd Coston, IT; Pamela Boyles, English

**Administrators:** Kalina Hill – Testing & Placement Center, Michael McClenic – Early Alert & Probation, Brett Redd – Technology Support Services, Yvonne Armendariz – Student Services, Terri Goldstein – DSPS, Stephanie Baltazar – Job Placement, Dan Hall – Office of Institutional Effectiveness, Bill Moseley-Dean Academic Technology (Ex-Officio)

**Classified**: Kristin Rabe – Media Services, Judy Ahl – Technology Services, Tracy Lovelace – Academic Technology

**Faculty:** Kurt Klopstein – Math, Richard Miles – BMIT, Sara Villasenor – Counseling, , Dana Heins-Gelder – Behavioral Sciences/Criminal Justice, Scott Peat- Biological Sciences, Cindy Hubble – English, Beth Rodacker – EMLS, Leah Carter – Family & Consumer Ed, Matt Moon – Health & PE, Darren Willis – Industrial Tech, Kirk Russell – Library/Instructional Design Technology, Gabriele Martin – Nursing, John Giertz – Communication, James Selgrath – Agriculture, Adel-Shafik – Art, Bonnie Hammond – EIT, Erin Miller – Social Science, Fabiola Johnson – Counseling,

Absent: Tim Bohan – ACDV, Ayan Hill – Allied Health, Linda McLaughlin – Foreign Language/ASL

**Ad-Hoc (non-voting):** Matt Jones – Academic Technology

**Vacancies: Performing Arts, Philosophy, Physical Science**

**Student Participation SGA**: Ashley Harp - SGA VP, Jonathan Madden – SGA Finance

**Note taker:** Kristin Rabe

**Approval of Minutes from 9/10/2018**: Motion made, Approved, no changes/abstentions.  **Academic Technology General Updates:** Renegade Hub – Increase in student traffic and submitting tickets. [Hub@bakersfieldcollege.edu](mailto:Hub@bakersfieldcollege.edu) Public launch will be in the Spring 2019 semester. Tracy is doing an amazing job manning the hub and getting student workers coordinated and scheduled to work at the Hub. They are open to feedback on how to provide this service more efficiently. It is the last week of Matt’s online class. If you are looking to import content, change assignments, due dates on a single page – Design Tools is for you. Matt will be providing training dates in Professional Development opportunities 10/19 at 9am in Library 160. Online Student Affinity Group will start after Accreditation visit.

**Charge of the ISIT Committee**: #3 Committee charge – has changed from Allocate technology resources to Prioritize the technology resource requests from Program Review. Communicates with the college community. Composition of the committee Add the Dean of Academic Technology (ex-officio) from Faculty Director of Technology, Innovation Professional Development. Motion made to approve, all yes – no abstentions. Motion carried and approved.

**District Technology Advisory Committee (DTAC) Update**: Members representing Bakersfield College are Todd Coston, Pam Boyles, Zav Dadahboy. There are 3 reps from each of the respective colleges – Porterville and Cerro Coso as well as the District Office itself. Meet once per month, as a Governance Committee. Scoring on projects similar to a game method – BC gets 65 points, Cerro Coso and Porterville each get 12.5 and the district office gets 10. We do not have to use all of our points in one year.

First meeting of the advisory group – again, this group will discuss multiple projects facing the district office resources. Keep in mind, there are only so many resources/people available to do work on the overall infrastructure. There are many challenges that are facing this committee both some of which are need for more positions (specifically, an ERP analyst) and more. IT Governance will be discussed – specifically, How do we prioritize what do we take care of. Technology will not solve all. 60-70% is typical. Good products do not always solve issues for us. Often, they create more. For instance, Inmate Education needs a registration solution for both their process and dual enrollment. Currently, they are manually entering students information into Banner. Student Health – Maintaining FERPA/HIPPA wants to be integrated into Banner. How does DO prioritize with other colleges and us.

Banner will be going to the cloud – early Spring 2019 – testing is being conducted now. Starfish is another large initiative which will impact every faculty member. Early alerts for faculty to send their students will be a determining factor in their success or failure.

As far as using points, we can use them all, roll them over from year to year if the initiative is large enough to warrant it – we can combine them with the other colleges and their points to push for more resources at the district level to push the initiative further along and faster. Voting is conduced quarterly to get the projects into a timely cue. In the future, by November, the list of projects will be reviewed by the ISIT committee and then floated back to DTAC. Flow will be through ISIT – It’s our opportunity to raise a flag, make and recommend. Knowing ahead of time what is going on and that we will be able to offer feedback will hopefully offset impact. Just because we make a recommendation/resistance (if that’s what it is) and provide clarification of terminology “technology” if it’s an arc welder or no, it’s a kiln. Hardware, E-Books, 508 Compliance, etc.

**Program Review Resource Request Prioritization Voting Process**:

Historical perspective: 2 years ago, we chose to use the FCDC process of prioritizing the ISIT requests by using their process of voting on half of the requests. Last year, we did an electronic vote to help minimize the ties/problems with voting on half. This year we need to resolve this once again, as voting electronically on all of the requests proved problematic as well.

Main issues to resolve are:

1. Go back to how we did it the first year, and only do half? Send a representative, if the department could not be there to vote? How do we vote? Electronically or otherwise>
2. Do we record the presentation of each area making a request?
3. All determined by the number of requests.

Brainstorm: Ideas for Prioritization:

Erin Miller: No to the video recording idea. Accessibility would become an issue. Points – top 30% or top 1/3rd – Top ½ (Klopstein)

Video Fall Back – No one will watch it – cost for captioning would build in a delay in getting vote finalized.

Top 15 apply 3, 2, 1. 5 (get 3 votes) or 1-15 with a ranking of 15points being highest to 1 point.

No video fall back – certain amount or a subset of presentations – each area does a full 2 minutes no matter how many requests.

Top 50% of presentations

Record/Take notes of the presentations.

FlipGrid – use for voting – however may be questionable from a compliance perspective.

Kristin will provide a brief, very brief, synopsis on each of the resource requests prior to the presentations.

Will need to finalize process at 10/1/2018 meeting. Be prepared to finalize the voting process 11/5.

**Other ISIT Business:**

1. **Welcome:** Dan Hall – From Taft College, where he served as a DE Coordinator/Instruction Coordinator on their technology committee. He is the Director of Students Services Technology – Starfish, working with Ed Advisors/Counselors.
2. **Wifi Project continues**: Mostly wrapping up work in Humanities. Scheduling will be brought to the October meeting in addition will be added to the committee’s page.
3. **Accreditation Team here all week**!! We are BC!!

Meeting adjourned at 5:27pm

* Respectfully Submitted: KR 10/22/2018