Collegewide Committee Report

Fall Report   (due September 30)   Date: September 29, 2011

Committee Name: Instructional Services Information Technology Committee

Membership:

Faculty	Classified	Administration
Nick Strobel, co-chair	Judy Ahl	Bonnie Suderman, co-chair
Tim Bohan	Candice Sifuentes (clerical support)	Todd Coston (ex officio)
Greg Cluff	Kristin Rabe	Dan O'Connor
John Carpenter	Tracy Lovelace	Amber Chiang
Gayle Richardson	David Barnett (ex officio)	Cindy Collier
John Hart		Hamid Eydgahi
Leah Carter		LaMont Schiers
Manuel Fernandez		
Kirk Russell		
Ed Ham		
Margaret Richie		
Michael Einhaus		
Erin Miller		
Adie Geiser		

Review of goals (normal type) and accomplishments *(italics)* from previous year:
- Task force to baseline student success and retention rates in our distance education classes and create a plan to improve those rates. *Two recommendations: (1) Faculty Director of Extended Learning Technologies; (2) Develop a signal system to flag at-risk students and develop an online orientation system.*
- Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends. *Still needs to be worked on.*
- Improve the "ISIT form" in the Unit Plan (now APR) so it's easier to use and include a rubric for determining priorities (to decide between "mission critical", "needed", and "nice to have"). *Now have an easier-to-use (hopefully) spreadsheet for data entry and each technology request will have a rubric scoring section. Will go into APRs this October.*
- Communicate BC faculty needs for Luminis implementation, especially with regard to linking with Moodle. *Accomplished BUT BC faculty (from ISIT and Academic Senate) wishes with regard to waitlisted students having access to Moodle class websites not implemented because of differing views on what board policy means.*
- Improve centralized Help Desk. *This is a districtwide effort that ISIT can provide input to. The Help Desk seems to be working much better now than at the start of 2010/11 school year.*

- Re-allocate computers to desktops as computers become available from computer labs. *Ongoing.*
- Develop + approve proctoring policy for distance education courses. *Approved at May meeting. Posted to http://www.bakersfieldcollege.edu/distance_learning/instructor/BC%20Proctored %20Examinations%20final.docx*
- Develop + approve participation policy for distance education courses. *Approved and approved at Academic Senate in May. Posted to http://www.bakersfieldcollege.edu/distance_learning/instructor/Non-Participation%20Policy%2005-04-11.doc and is also in the 2011/12 Catalog on page 22–23.*

List goals for current year, including links to college goals and Academic Senate goals along with tentative timeline:

Committee Goals	College Goals
1. Develop at-risk student flag system for online courses.	Goal 1: Student Excellence
2. Get approval for + hire Faculty Director of Extended Learning Technologies	Goal 1: Student Excellence
3. Improve process of communication between faculty and Information Services on what software needs to be put in computer labs, so that it is done in a timely manner before spring semester ends.	Goal 2: Communication Goal 3: Oversight & Accountability
4. Fine-tune "ISIT form" in APR	Goal 2: Communication Goal 4: Fiscal Responsibility Goal 7: Linkages
5. Review board policy with the other colleges to create a reasonable policy of waitlisted students access to Moodle class websites.	Goal 1: Student Excellence
6. Get input of missing functionalities in Moodle and create recommendations to fill in the holes.	Goal 1: Student Excellence
6. Re-allocate computers to desktops as computers become available from computer labs.	Goal 4. Fiscal Responsibility
7. Come up with recommendation on extent of wireless coverage to entire campus and timeline for such recommendation.	Goal 2. Communication Goal 4. Fiscal Responsibility
8. Plan for usage of new technologies that can be used campuswide in classrooms (e.g., clickers, iPads, or other up-and-coming cool things) that includes enabling	Goal 1. Student Excellence Goal 2. Communication Goal 4. Fiscal Responsibility (preparing for future budgets)

faculty innovation with the testing of new tools in some classrooms while maintaining integrity of the campus network.	
9. Develop evaluation systems to verify ADA compliance in various modes of Dist Ed, and provide the necessary resources (online and in person) to meet these requirements.	Goal 1. Student Excellence Goal 2. Communication Goal 3. Oversight & Accountability

Timeline: ISIT Goal 1: this academic year
ISIT Goal 2: As budget allows. This is a goal that ISIT has for BC as ISIT can only recommend.
ISIT Goal 3: Process developed by early spring semester.
ISIT Goal 4: Depends on feedback from filling out APR this year. Revised form available before end of spring semester.
ISIT Goal 5: Before end of fall semester.
ISIT Goal 6: Gather input by end of fall semester + create recommendations by end of spring semester.
ISIT Goal 6: on-going.
ISIT Goal 7: This academic year.
ISIT Goal 8: on-going but a set of policies+procedures to enable faculty innovation in using new technologies should be developed by the end of spring semester.
ISIT Goal 9: This academic year. ISIT will provide input on specifications of the system and what resources need to be included.