Information Services and Distance Education joint Committee (ISC and DEC) Meeting Minutes

ISC Attendees: Jamie Cavanaugh, Jocelyn Chong, Maria Erickson, Steve Hunt, Walter Meyer, Steve Peterson, Sal Veas

Meeting time: 4/10/2014, 11:15 AM to 12:30 PM

1. The ISC reviewed and approved 3/20/2014 meeting minutes as amended.

2. Jamie reported that the next ISC meeting is scheduled on 4/24. All committee members were assigned a couple of departments to find out detail information on their departmental technology requests.   The Committee will hear members' report and then review and prioritize the requests.

3. Al reported the budget needs of 100% smart classroom implementation. It is estimated at an average of $8,000 per classroom to install a media cart. Currently, there are 183 classrooms outfitted with smart technology and 48 classrooms do not have technology. The cost is under review by the senior staff to evaluate the feasibility of implementation.

4. Committee members expressed concerns that the smart classroom technology is being considered as a priority and proposed to the senior staff directly while other important items such as library computer replacement plans are pending on ISC recommendation procedure.   Jocelyn reminded members that the smart classroom technology needs were presented by the Senate to the Board as part of the recommendations from the faculty technology winter retreat.

5. Jamie reported the other three recommendations from the winter technology faculty retreat in addition to the 100% smart classrooms initiative and Jocelyn provided additional update on each of the recommendation:

   - WiFi : Network Services is currently working on WiFi expansion plans. In the next phase, 40 classrooms throughout several buildings will be enabled with needed coverage and density.
   - BYOD : Device use policy and information security guidelines are currently being evaluated.
   - Faculty trainer: There is no update on the feasibility yet. The Center of Teaching Excellence could be a potential resource.

6. Joint Committees discussed the immediate needs of technology equipment replacement and how best to address the funding requirement together.   Jocelyn stated that the State budget situation has been the root cause of slowness in equipment refresh cycle for the past decade.   The budget outlook is positive for the coming fiscal year but there is no allocation information from the State at this point yet.   We should prepare instructional technology recommendations and the implementation plans with priority to maximize the outcome of allocated funds once the information is available.