



**IT/DE Sub-Committee**  
**Meeting Minutes**  
September 20, 2019 @ 2:00 p.m.  
MEC Atrium

Present

Matthew Bowie/IT Larry Paiz/IT-Distancing Learning Nichole Collins/STEM Sherry Goodyear/Humanities	Yvonne Pina/Nursing Sierra Fernandez/Nursing-R&C
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- I. Quorum was established and meeting was called to order at 2:02 P.M.**
- II. Approval of Agenda – Matt Bowie made the motion to approve the agenda, it was seconded by Larry Paiz, and all voted in favor so the motion carried.**
- III. Minutes from the last meeting were not available, so Matt Bowie made the motion to table this item until next meeting. Nichole Collins seconded, and all voted in favor, so the motion carried.**
- IV. Informational/Discussion Items**
  - 1. Members resigned. Recruitment of new IT/DE members –** We need a student representative. Dr. Patterson, as the new Vice President of Academic Affairs and Student Services, will automatically replace Dr. Lalla on the committee. Nichole recommended getting Betsy Sanchez to take Kenneth Bachicha’s place now that he has resigned. Sherry mentioned Sharla Kuhlman, one of Humanities’ Adjunct online professors, might consider joining. Nichole also mentioned the need to find out if there is still Quality Matters’ funding to pay for her to get Master Certified in QM.
  - 2. According to the Office of Institutional Research and Reporting Student Retention Survey Results,** “Respondents feel that technology resources at LCC are inadequate, they want more computer labs with functional computers, printers, and copiers, so they can

complete their course assignments on campus without having to go elsewhere. They also stated that online class support needs improvement [technical support].” Discussion ensued, and it was pointed out that there are labs on campus including in the Humanities Building. It was discussed that what probably needs to happen is to attempt to use the resources we have more effectively by coordinating with the various departments to create a list that shows lab availability across campus. Tentatively it was recommended that Directors from all departments consider the labs they have available and create a schedule each semester that can be posted so students know when those labs are open for their use. It was also noted that Highlands allows Luna students to use their library for computer resources – something else that might need to be better advertised. Once we implement a better process for letting students know when and where labs are available around campus, we can revisit the topic and see if students feel that their needs are being better met, or if they feel more resources are necessary.

3. **Online Tutoring Program** – Is being implemented in online English courses. Students can
4. email papers to Raymond Varela who then distributes the papers to one of the tutors for critiquing. The papers are then scanned and sent back to the students for their review. The kinks are being worked out (students biggest complaints are papers haven’t been going through, also that once they get the papers back, some of the tutor writing is difficult to read), but so far the system is working. Online math students still don’t have access to online tutoring. The plan is to invite Raymond to our next meeting to discuss ideas that can be used to implement tutoring for online math students.
5. **SARA Application Status** – There is a rumor going around that Highlands University was able to attain a SARA agreement while still on probationary status through the HLC. If this is the case, then a precedent has been set, and it seems logical we should be able to get a provisional status SARA agreement approved as well.
6. **C-RAC Guidelines Evidence Compilation Status** – We need to be in an ongoing process of gathering evidence of CRAC; that is, gathering evidence that the rigor of our online courses is

equivalent to that of our live courses and vice-versa. Some evidence of that can be found in syllabi showing that two exact classes have the same standards of rigor.

7. **Possible change to different Learning Management System** –Luna is planning to change from Blackboard Collaborate to CANVAS as soon as Summer 2020. Matt suggested that instructors sign up for ZOOM now and play with it in order to help prepare for the adoption of the new system.
8. **Nominations for New Chair and Co-Chair** –Reyes resigned as Chair as of today (9/20) so we needed a new Chair and Co-Chair. After some deliberation, Nichole Collins nominated Sherry Goodyear as the new Chair and Matthew Bowie seconded it. All were in favor, and the motion carried. Sherry Goodyear nominated Nichole Collins as the new Vice Chair. Nichole also agreed, Matt Bowie seconded it, all were in favor, and the motion carried.
9. **Discussion of Retention Plan** – This needs to be presented at the next R&C meeting next Tuesday, September 24, 2019 at 10:00 AM. Both the new Chair and Co-Chair have class at that time, so Reyes Coca agreed to present. Reyes will email the plan so we may add any evidence to the first year goals recommendations/Notes section on the Academic Institutional Technology Section by Monday Sept 23. Items we discussed included:
  - a) Requiring assessment training for instructors.
  - b) Syllabus quiz/academic integrity quiz built directly into CANVAS so it comes standard with any and all online course.

**V. Follow-up Items for Next Meeting’s Agenda –**

1. Invite Dr. Patterson to next meeting
2. Invite Raymond Varela to next meeting to discuss online tutoring for Math students.
3. QM Certification – is there funds for Master Certification class?
4. Need student Rep.

**VI. Next Meeting Scheduled – 3<sup>rd</sup> Friday of the Month at 2:00 p.m. (Friday October 18 at 2:00 p.m. MEC Atrium)**

**VII. Adjournment of Meeting happened** at 3:10 P.M. Motion was made by Matt Bowie and seconded by Yvonne Pino. All were in favor and the motion carried.