Minutes
IT/DE Sub-committee Regular Meeting
March 27, 2024
3:00 pm, Google Meet

I. **Establishment of Quorum:** Nichole Collins, Larry Paiz, Rachael Lucero, Geno Castillo, Greg Salazar, Shannon Ortiz, Sherry Goodyear, Mari Hill, Aaron Smith, and Bernadette Maldonado.
Guests: Dr. Norma Guzman and Julio Romero

II. **Call of Meeting to Order**: 3:04 P.M.

III. **Approval of Agenda:** Greg moved and Larry Seconded. Carried unanimously.

IV. **Approval of Minutes**: (2/21/24) – Larry moved and Geno Seconded. Carried unanimously.

V. **Informational/Discussion Items:**

a. Open discussion

a. **New Members**: Welcome to new members Mari Hill, Aaron Smith, Dominic Garcia, and Bernadette Maldonado.

b. **LMS Update:** Our Blackboard contract ends June 30. If we convert to Canvas, the conversion would happen between now and Fall/2024. This conversion means we would have to rebuild all our classes into Canvas. Right now, our students are in Jenzabar, and when we convert the student side of our operations to Work Day, this means double the work because we would have to convert twice – first to Canvas/Jenzabar CX and then to Canvas/Work Day. The conversion to Canvas would have to happen this summer. Both Canvas and Blackboard would be renewed for three years as that is the most time/cost-effective.
Dr. Guzman – wants to move forward with a new LMS because Blackboard is "archaic." We are using an older version of Blackboard currently. Newer versions might better show the teacher/student interaction happening during a class, so we can track it.
Staying with Blackboard would be the least stressful choice at this point. A Canvas conversion will require much from the IT department.
We could keep Blackboard for another year and get Canvas simultaneously for that year, so we can make the conversion a bit more painless (if money is not a hindrance).
We need to review Blackboard Ultra, Anthology, and Canvas to see which of the LMS's best fit our needs.
Conversion would require intensive training of faculty, not to mention, effort by seasoned LMS users to learn the system, so they can train those who struggle a bit more with technology.
Is their built-in integration between Canvas and Work Day?
Need to get demos for the LMS's so everyone can see how they work and make an educated choice.
We must consider the stress that will result from a conversion –which could drive away already overworked faculty.
Larry will get back with us on dates for reviewing the three LMS's next month tentatively April 12, 19, and 26.

c. **Training for online instruction** – Nichole and Larry will create videos and make a plan/manual for doing this.

d. Online teaching best practices

i. **QM** – Keeping it and implementing it more. Nichole and Larry will come up with a policy about it.

ii. **Course availability** – Dr. Guzman wants classes to be ready a week before they go live online. Nichole proposes having a welcome page and at least one week's assignments ready the Wednesday before classes go live the following Monday.

e. **Password Reset** – Julio is working on it. He will write an explanation on it to distribute to faculty and staff.

f. **Phone App** – Motion to table – First from Sherry, seconded by Greg – motion carried unanimously.

VI. **Open Bills**

a None

VII. **Action Items**

VIII. **New or Follow-up Items for Next Meeting's Agenda:**

a. LMS's
b. Phone App
c. Membership information on website
d. HLC update
e. Vice Chair Position

IX. **Adjournment:** First by Sherry, Second by Greg. Motion carried unanimously.

X. **Next Meeting**: Day/Time to be announced as needed per LMS reviews.