Minutes
IT/DE Sub-committee Regular Meeting
April 16, 2025
1:00 pm, Google Meet

I. Establishment of Quorum: Nichole Collins, Jeff Gamblin, Geno Castillo, Sherry Goodyear, and Larry Paiz. Guests: None
II. Call of Meeting to Order: 1:08 P.M.
III. Approval of Agenda (April 16, 2025): Moved by Geno. Seconded by Larry. Motion Carried unanimously.
IV. Approval of Minutes (Feb. 17, 2025): Moved by Geno. Seconded by Jeff. Motion Carried unanimously.
V. Informational/Discussion Items:
    a. Open discussion
        a. Blackboard/Anthology Discussion – The Faculty Senate Chair asked about the process of adopting Anthology. We want to offer Anthology sandboxes for our faculty to use to practice using the new tools. Larry Paiz will be offering trainings over the next few weeks. One training will happen during In-Service Week. By Fall of 2026, everyone needs to have converted over to Anthology as Blackboard original comes to an end in 2027.
        b. Course Identification-update – Nichole met with the advisors and registrars to discuss issues with course identification. There needs to be a training for administrative secretaries and anyone else who inputs course schedule data so that everyone is on the same page, and so that everyone is familiar with the approved terminology. A Tip-Sheet could be disseminated so everyone is on the same page.
        c. Policies and Procedures for Distance Learning/Remote Learning and Blackboard – there is no real difference between “Distance” and “Remote” learning.
        d. Policy for QM – Create policy on benefits of using it and purpose of it.
        e. Other - None

VI. Open Bills
    a None
VII. Action Items
    a. None
VIII. New or Follow-up Items for Next Meeting’s Agenda:
    a. Blackboard/Anthology
    b. Course Identification Procedures manual for distance ed.
    c. Polices and Procedures for distance learning/remote learning
IX. Adjournment: 1:52 PM Larry moved. Geno Seconded. Motion passed unanimously.
X. Next Meeting: (5/ ? /25)”in-service week”- TBA