Minutes
IT/DE Sub-committee Regular Meeting
April 24, 2024
3:00 pm, Google Meet

I. **Establishment of Quorum:** Nichole Collins, Larry Paiz, Rachael Lucero, Geno Castillo, Greg Salazar, Shannon Ortiz, Sherry Goodyear, Aaron Smith, and Bernadette Maldonado.
Guests: Kevin Williams

II. **Call of Meeting to Order**: 3:03 P.M.

III. **Approval of Agenda:** Rachael Lucero moved and Aaron Smith Seconded. Carried unanimously.

IV. **Approval of Minutes**: (3/27/24) – Rachael moved and Aaron Seconded. Carried unanimously.

V. **Informational/Discussion Items:**

a. Open discussion

a. **LMS Update:** Held April 12 – BB Anthology Review and April 19 – Canvas Review. Survey will go out tomorrow and be open until May 1 at noon for people to vote on. Recordings of the reviews will be in the email with the questionnaire with strong encouragement to watch before voting.

b. **Discussion of LMS –** Overall, BB Anthology is preferred because of it's A.I. generative capabilities, cost is cheaper than canvas for more cutting-edge technology, ease of transition from old LMS into this new one, continuity in data, cutting-edge technology, detailed analytics, and exciting bells and whistles.

c. **Motion to make questionnaire for new LMS an action item –** Rachael moved and Bernadette seconded. Motion carried unanimously.

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

e. **Online teaching best practices –** working on this for in-service week. Many teachers feel guidelines/policies regarding asynchronous and online courses would be nice.

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.

iii. **Administration** wants faculty to record grades in the LMs and keep track of attendance in the LMS.

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

g. **Web X Phone App** – Greg is going to experiment with it to make sure it works.

VI. **Open Bills**

a None

VII. **Action Items**

a **LMS –** Motion to release tomorrow made by Rachael seconded by Geno. Motion carried unanimously open until next Wednesday by noon.

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 Shannon, Second by Rachael. Motion carried unanimously.

X. **Next Meeting**: Wednesday, May 1, 2024 at 3:00 P.M.