Minutes
IT/DE Sub-committee Regular Meeting
January 9, 2025
8:40 A.M., Google Meet

I. Establishment of Quorum: Nichole Collins, Dr. Billie Mathews, Sherry Goodyear, Dr. Geno Castillo, Gene Sandoval, Jeff Gamblin, Larry Paiz, and Aaron Smith.
Guests: None

II. Call of Meeting to Order: 8:40 A.M.

III. Approval of Agenda: Moved by Geno Castillo and Seconded by Gene Sandoval. Motion carried unanimously.

IV. Approval of Minutes (12/12/2026): Moved to table by Gene and Seconded by Aaron. Motion carried/unanimously.

V. Informational/Discussion Items:
   a. Open discussion – Updates to ITDE committee website portion are being done.
   b. 1/6/26 held Blackboard Support training from 1-3 P.M.
   c. Blackboard Anthology update – Doing some corrections. Moving forward with instructors who will be adopting Anthology in Spring of 2026.
   d. Disenrollment will happen next Wednesday, 1/14/26.
   e. How do we when will adjunct have access to their classes.
   f. First Day Complete starts now.
   g. Purpose/mission
      a. Goals of the committee as a whole
         i. Implementation of Quality Matters
         ii. Write FAQ sheets for Blackboard, etc. - Ideas should be sent to Nichole.
         iii. What are our distance ed goals?
         iv. Write up distance ed and policies and procedures to put in a shared drive for all of us.

VI. Open Bills
   a None

VII. Action Items
   a None

VIII. New or Follow-up Items for Next Meeting's Agenda:
   i -implementation of Quality Matters
   ii -write FAQ sheets for Blackboard, etc. - Ideas should be sent to Nichole.
   iii What are our distance ed goals?
   iv Write up distance ed and policies and procedures to put in a shared drive for all of us.

IX. Adjournment: 9:18 A.M.

X. Next Meeting: (2/6/2025)