Minutes
IT/DE Sub-committee Regular
Meeting Friday, February 6, 2026
8:30 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: 8:30 A.M.

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

IV. Approval of Minutes (1/09/2026): 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. Mandatory Blackboard Ultra Training will be done for faculty in March because ALL instructors are expected to teach in Ultra by Fall, 2026.
   c. Purpose/mission of ITDE
      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: 9:02 A.M.

X. Next Meeting: (3/6/2025) 8:30 A.M.