Minutes
IT/DE Sub-committee Regular Meeting
September 28, 2026
1:00 P.M., Google Meet

I. Establishment of Quorum: Nichole Collins, Gene Sandoval, Geno Castillo, Sherry Goodyear, Larry Paiz, and Billie Mathews.
Guests: Kevin Williams.

II. Call of meeting to order: 1:04 P.M.

III. Approval of Agenda: Moved by Geno and seconded by Gene. Motion carried unanimously.

IV. Approval of Minutes:
05/12/26: Moved by Geno and seconded by Gene. Motion carried unanimously.
08/14/26: Moved by Billie and seconded by Gene. Motion carried unanimously.

V. Informational/Discussion Items:
a. QM Update: The platform is changing on October 1, 2026. The CEO is retiring, but he will be on their board and still involved. Luna will begin making sure all of their instructors are QM certified.
b. LMS: Everyone who teaches needs to make sure their syllabi are updated and ready. Also, we should make some FAQ and Tips to share for all who teach. Larry will be doing Blackboard Training in November. We need a template to put stuff in so that students always know where to find it; specifically, the syllabi, introduction, meeting times, guidelines, and self-introduction. Instructors can submit syllabi in Blackboard for review by the director of the dept.
c. Website: Faculty upset with new website roll-out. It happened Monday of the first week of classes causing students to be unable to find things critical for their first days in class. The timing of this roll-out was poor. There should have been a soft-rollout in the summer instead of going all in on the first Monday of the fall semester.
d. Microsoft Transition: How do we get prepared for this transition? How do we do it as smoothly and simply as possible. Benefits/cost – Work Day using it at all the other schools. Some money is being provided by Work Day to make the transition.
e. BNC: Instructors need to not hide links to course material. Students have to let us know they are having issues. Some students accidentally got opted out. Book adoptions for the spring need to be completed by October 15, 2026.

VI. Open Bills
a None

VII. Action Items
a. None

VIII. New or Follow-up Items for Next Meeting's Agenda:
a. FAQs and Tip Sheets
b. New Website
c. Blackboard
d. New Goals
e. Instructional Technology Replacement Plan
f. A.I. Policy

IX. Adjournment: 2:04 P.M. Moved by Sherry and seconded by Geno. Motion carried unanimously.

X. Next Meeting: (10/19/26 at 1:00 P.M.)