



Minutes
(Prepared by Sherry Goodyear)
IT/DE Sub-committee Regular Meeting
September 12, 2025
8:00 A.M., Google Meet

- I. Establishment of Quorum: Nichole Collins, Jeff Gamblin, Dr. Geno Castillo, Sherry Goodyear, Aaron Smith, and Larry Paiz.
Guests: None
- II. Call of Meeting to Order: 8:06 A.M.
- III. Approval of Agenda (September 12, 2025): Moved by Jeff. Seconded by Larry. Motion Carried unanimously.
- IV. Approval of Minutes with changes to include Agenda May 16, 2025 and Minutes Apr. 16, 2025: Moved by Larry. Seconded by Jeff. Motion Carried unanimously.
- V. Informational/Discussion Items:
 - A. Membership – current member and their affiliation:
 - Nichole Collings (STEM)
 - Dr. Geno Castillo (STEM/Humanities Interim Director)
 - Dr. Billie Mathews (Humanities)
 - Jeff Gamblin (I.T. Director)
 - Aaron Smith (Business/Education)
 - Sherry Goodyear (Professional Director/Adjunct Instructor)
 - Larry Paiz (Blackboard)
 - Gene Sandoval (Trades)
 - B. Purpose/ Mission
 - We are an independent Committee. We need Bylaws – we need to look for old ones.
 - Proposed Mission Statement:
The mission of the Luna Community College IT/DE Committee is to provide strategic oversight and guidance for the college's technology infrastructure and distance education offerings. We work collaboratively to recommend policies, promote best practices, and ensure the effective, secure, and sustainable use of technology to support the institution's academic and administrative goals.
 - C. Our meeting time is the second Friday of each month at 8:00 A.M. and as needed.
 - D. Blackboard Update – Larry is working on setting up 8-week classes and sand boxes for instructors who want to start the Anthology conversion process.
 - E. Goals for this academic year:
 - QM Training
 - Distance Ed guidelines
 - More people on Anthology/get more feedback from instructors using it.
- VI. Open Bills
 - a None
- VII. Action Items
 - A. Approval of mission statement – Larry Moved/Geno Seconded. Passed Unanimously.

B. Approval of Membership – Aaron moved/Jeff seconded. Passed unanimously.

VIII. New or Follow-up Items for Next Meeting's Agenda:

- a. Blackboard/Anthology
- b. Course Identification Procedures manual for distance ed.
- c. Policies and Procedures for distance learning/remote learning

IX. Adjournment: 8:49 A.M. Larry moved. Aaron Seconded. Motion passed unanimously.

X. Next Meeting: 10/10/25, 8:00 A.M.