

Instructional Technology Committee Meeting Minutes

October 25, 2023

11:00 a.m.– 12:00 p.m.

Location: Zoom

Committee Members: Madison Arbillaga, Robert Cowan, Xunming Du, Michelle Husbands, Reme Huttman, Jessica Lynch, Karl Stevens, Jennifer Stieger, Eric Walsh.

Present: Madison Arbillaga, Robert Cowan, Xunming Du, Reme Huttman, Karl Stevens, Jennifer Stieger.

Absent: Michelle Husbands, Jessica Lynch, Eric Walsh

The Committee discussed the following matters:

Agenda Item 1: Update on charges and committee membership changes

The chair reported that he had requested that a member of the Computer Services Department be added to the committee as an ex officio member per bylaws committee composition requirements.

The chair reported that the revised committee charges and change to committee membership as proposed by the Bylaws Committee had passed that committee and would appear as an action item at the next Faculty Senate meeting.

Agenda Item 2: Student access to GBC website and WebCampus

The committee engaged in much discussion about student access issues relative to the GBC website and WebCampus. Dean Karl Stevens indicated that this has been a concern and proposed training and introducing students to the multifactor authentication process earlier in the enrollment process. This could spread out any issues experienced by students over time and avoid overwhelming available assistance at the beginning of the semester. The committee also discussed the possibility of developing a survey intended to examine students' access issues regarding WebCampus and other GBC online resources. The chair will discuss this with Institutional Research.

Several committee members asked questions regarding student access and training. These addressed student orientation process and schedule, emails from registration and timing. Also pointed out that Continuing Education had experienced issues with student access.