Committee Name: Instructional and Service Technology (IST)
Meeting Date: Nov.12.2024
Meeting Chaired By: Blessing Morris and James McNeely
Start time: 12:05
End time: 12:48
Minutes Prepared By: Blessing M.
Present: James McNeely, Blessing Morris, Bruce Griffin, Adam Hathaway, Roland Belcher, Norman Buchwald, Craig Shira, Michael Thompson, Ryan Scherbart, Thomas Dowrie, Norberto Ruiz, Erika Dishman.

Agenda Item	Information/Discussion	Action
1. Welcome	12:05	
2. Approval of Minutes	Approval of the previous minutes. Blessing motion for a vote Thomas second. Vote: 09 yes; 0 No; 0 Abstains	Vote: 09 yes; 0 No; 0 Abstains

3. Reports	District IT – Bruce
	
	• Mandatory December cyber security training roll-out.
	  o 17 minutes long, everyone has to take the training for compliance.
	  o Look out for emails from Keenan SafeCollege.
	
	• Common Course Numbering Implementation: A statewide initiative, 6 classes from Chabot has to be line up with other classes around the state.
	  o Implementing solutions from vendor and banner has been tough, but work is continuing.
	• One Drive training continues:
	  o Training are usually held on Fridays between 35 and 45 minutes.
	
	Chabot IT – Bruce
	
	• Machines Changes:
	  o Eliminate machines that are obsolete, coming out of compliance with patches and fixes and updates.
	  o For staff and faculty, if you have a older machine, carve out time to switch it out.
	• Servers have all been updated with patches and fixes.
	  o Any outstanding things has been updated and backed up through our back up appliance.
	• Operating system replacements and updates.	

	COOL – Ryan
	
	• No report from COOL because their last meeting fell on flex day.
	
	FIT- Adam
	
	• Building updates: bio phase is moving along.
	• The Library is occupied and receiving more traffic then expected.
	• Circulation reference desks are coming in.
	• MNO building on going. It now had to go through the chancellors office.
	• Early Childhood Lab is ongoing, and ready to remove the portables.
	• Battery Project: getting batteries to store energy from solar panels.
	    o The goal is to have 10% of operations for the whole campus footprint operating from the battery powered by the solar power.
	• EV Charging Stations: Ongoing conversation on how to handle stations, pay, and capping load.
	    o A distract wide policy is to be built and move into the facilities master plan.	

Discussions Items	• AI PlayLab demo by Michael Thompson
	• Print Request demo by Craig Shira, December 10
	• IST and how does it contribute to the campus, and what happens after recommendation.
	• Nectir and AI systems for classroom supports
	• AI and developing a work group to look at it and or working with JEDI
	• Conversation around AI and creating policy.
	• Communication using text message to reach students.
	    o Students should be able to text departments
	    o This method of direct communication can help address enrollment issues at Chabot.	

6. Good of the Order		
7. Next Meeting	November 26, demo day, AI Playlab	
8. Adjournment	12:48	

Mission Statement

Chabot College is a dynamic, student-centered community college that serves the educational, career, job skill, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world.

*Pending BOT approval with EMP