

Information Systems and Instructional Technology Committee

Unapproved Minutes

April 30, 2018

3:30 – 5:00 p.m.

Collins Conference Center

Attendees: Judy Ahl, Leah Carter, Greg Cluff, Todd Coston (co-chair), Wade Ellis, John Giertz, Tim Heasley, Dana Heins-Gelder, Cindy Hubble, Kurt Klopstein, Gabi Martin, Linda McLaughlin, Richard Miles, Erin Miller, Kristin Rabe, Kirk Russell, Mike Westwood, Darren Willis

Note Taker: Erin Miller

1. **Approval of Minutes:** Adjusted note taker to Tim Heasley. Adjustment made by Richard Marquez. Notes approval motioned by Judy Ahl and seconded by Kristin Rabe. Unanimous approval.
2. **Employee Survey:** Presentations by Richard Miles and Erin Miller. Documents circulated at the meeting and in advance. Summary of survey found on ISIT committee website. General points made by faculty and staff included the following: intertwine technology heavily with all aspects of their work; feel well-supported by tech staff but think the tech department should have more support themselves in terms of a greater number of employees; recommend double large monitors for employees, especially administrative assistants and department chairs; recommend provision of tablets to personnel given the number of presentations, etc. entailing technology; continue to call for breadth and depth of WiFi coverage; implore the college and district to match the level and depth of our technology to the award-winning, innovative working happening on campus; see additional points in the full report on the committee website.
3. **Accreditation Standard III.C.5:** Todd Coston, co-chair, presented and the committee discussed accessibility and acceptable use standards, emphasizing ADA 508, DSPS, and privacy. Given the increased use of technology in instruction, discussed the legal and moral responsibility to ensure the accessibility of these mediums of teaching. The standard defines the responsibility of faculty and staff to create accessible materials for all students, ensuring a means of communicating this at the start of each term. See handout on website. Discussed ISER and informed committee where to locate this report. Continue to work on improvement in order to illustrate working towards institutional accessibility.
4. **Academic Technology General Updates:**
 - A. **eLumen Update:** slow migration to eLumen commenced; anticipate having program review for FCDC within eLumen by Fall 2018; early review for program review is Sept 10th, 2018 with final submission due Sept 24th, 2018; department chairs informed to submit program review in paper if it is inaccessible in eLumen

B. Canvas Update:

- Spring 2018 stats on Canvas: 2220 courses; 919 unpublished; 1301 of the courses published; 877 unused; 424 actively used; while some of the committee conclude that faculty need more beginning training with Canvas, Tracy Lovelace reminded the committee that she offers self-paced, online, and 1-on-1 training for Canvas.

- C. **Other:** Starfish is increasingly rolling out, and we expect more momentum by Fall 2018. Faculty should be on the lookout for Starfish progress reports for athletes. Inform Grace Commiso of any issues.

5. Technology Support Services General Updates:

- A. Asst. IT Manager: development of a district-wide committee similar to ISIT organization and function but at the district level. Emphasizes prioritizing when work gets done by the district programmers. First meeting intended to set up ground work, means of operating, etc. for next year will be held May 1st, 2018. Coston, as a rep, to both committees will bring district ISIT info to our college committee. On April 30, 2018, Coston conducted second round of interviews for Assistant IT manager. This is important for a variety of reasons, especially given the increase of additional instructional sites added to the responsibility of technology. Encourage committee members to suggest projects for downtown committee.

6. Accessibility Presentation: Teri Goldstein presented to the committee regarding overall accessibility.

- She emphasized the importance of an established timeline to convert materials to alternate media, so DSPS has adequate time to prepare materials for students.
- DSPS is working to create a procedure for website accessibility.
- DSPS receives requests from students for alternate media, etc. and then informs faculty, but faculty should be choosing and preparing accessible materials. It's the law.
- Faculty should ensure textbooks and other materials are accessible, but sometimes publishers' ideas of accessibility differ from need or legality.
- DSPS is running an increasing number of trainings and speaking events to improve faculty training on accessibility.
- Matt Jones teaches a class on teaching online, including several lectures emphasizing online accessibility.
- Faculty are encouraged to also contact Tracy Lovelace and Aricia Leighton for help.
- Goldstein and DSPS will attempt to bring Gaier for another event, perhaps Flex week training.
- Other training includes two workshops on creating accessible forms and documents. Providing an increasing number of resources to help faculty build accessible courses, including ALT text, etc.
- Continuing to develop other training.
- DSPS attempts to look at accessibility complaints disaggregated by type in order to evaluate and address the support of our district system. We are committed to

detecting issues and developing solutions to increase accessibility. This includes having an accessible means by which students can raise concerns about accessibility.

- Within the IT master plan we're working to create formalized campus and district procedures to improve accessibility.
- Auditors on other college campuses indicated dire need for improved accessibility. We want to ensure we're addressing concerns found on other campuses.
- We're continuing to work on developing a formalized process to institutionally comply with state and federal accessibility laws.

Meeting adjourned at approximately 4:25 p.m.

Next meeting: September 10, 2018, 3:30-5:00 in Collins Conference Center