

Information Services Committee (ISC) and Distance Education Committee (DEC) joint meeting

Meeting Minutes for Thursday 11/21/2013

ISC Attendees: Simon Balm, Jamie Cavanaugh, Jocelyn Chong, Ellen Cutler, Jinan Darwiche, Al Desalles, Maria Erickson, Steve Hunt, Steve Peterson, Walter Meyer, Sal Veas

Meeting time: 11:15 AM to 12:30 PM

1. The ISC Committee reviewed and approved 11/7/13 meeting minutes.
2. ISC Chair Jaime announced that next ISC meeting on 11/21/2013 will be the last meeting for the calendar year. The annual departmental technology objectives and faculty curriculum development workstations solicitation letters should be finalized and sent out ASAP before the end of the semester to meet the March 2014 due date. The ISC Committee should plan to update and finalize the letter in the next meeting.
3. The Committee discussed WindowsXP de-support timeline on April 2014. The operating system will continue to function after the deadline, however, Microsoft will discontinue security patch for the Operating System version. This will result in potential security risk to the campus network if we continue having XP online. Student computer labs are mostly upgraded to Windows 7, except for a few exceptions that require special software migration tasks prior to the upgrade. Telecom will take every opportunity to upgrade individual workstations as soon as possible.
4. Ellen Cutler presented the issue of the current inconsistency of faculty/department electronic instructional materials adoption process. There is a need of having an adoption guidelines and procedures to ensure financial aid impact, book/material cost to students, and accessibility regulations are fully considered. The Committees passed the following resolution unanimously to resolve the issue:

“The joint committee recommends establishing a joint task force to develop a consistent process in electronic instructional materials adoption that would form a basis of Administrative Regulation.”

The Committee chairs will present the resolution to the Senate Exec meeting.