Information Services Committee (ISC) Meeting Minutes

Attendees: Simon Balm, Jamie Cavanaugh, Jocelyn Chong, Fariba Bolandhemat, Al Desalles, Ellen Cutler, Maria Erickson, Steve Hunt, Ebrahim Jahangard, Waleed Nasr, Diem Nguyen, Steve Peterson, Walter Meyer

Meeting time: 10/16/2014, 11:15 AM to 12:30 PM

1. The Committee reviewed 10/02/2014 meeting minutes.   Maria Erickson moves to approve the minute, and Ebrahim Jahangard seconds the motion. The 10/02/2014 meeting minute is approved unanimously.

2. Al Desalles moves the following motion to support Media Services additional staffing:

   "Given the anticipation of additional 23% increase of smart classroom technology in academic year 14-15, the ISC recommends that the College expands the Media Services workforce with one additional full-time permanent employee."

   Maria Erickson seconds the motion. The motion is approved unanimously.

3. Ellen reported the high lights of the WebAim web content accessibility training. All senior staff participated in a pre-training compliance briefing session. There were 25 attendees participated in the web content training. The event facilitated the awareness and support from upper management. College key web content creators also received valuable resources and technical tips to design universal accessible websites. Ellen will disseminate more detailed information in the next meeting.

4. Jocelyn updated committee members that the State now mandates colleges to report a 5-year plan of instructional equipment grant usage from the current year forward.   The planning report requires detail information of expenditures distribution among departments/Services.   Jocelyn will base on equipment refresh cycle plan to present the basic maintenance expenditures in the next meeting.   Al will prepare the same for smart classroom maintenance expenditures.

5. The Committee discussed a faculty's proposal of adopting CPR (Calibrated Peer Review) software at SMC.   The program has been used by a small group of faculty for 9 years. It was a free tool developed by UCLA.   The software now requires license/maintenance fees and College in-house hosting. Since there will be cost and technical support involved, the Committee recommends that the proposal will be submitted via the annual technology request process to evaluate.