Information Services Committee (ISC) Meeting Minutes

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

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

1. Ellen presented the summary of WebAim training event and Section 508 update. Jaret Smith, Director of Training and Evaluation from WebAim came on site for a 2-day training session, includes the introduction of the principle and guidelines of meeting web content accessibly requirements, the coding best practices to enhance the web accessibility, and resources for future references. Ellen disseminated Section 508 update hand-outs which outline the update on Section 508 standards which will be finalized and replaced by Web Content Accessibility Guidelines 2.0, conformance level AA.   The guidelines of Principles of Perceivable, Operable, Understandable, and Robust (POUR) are also introduced.   Ellen also pointed out that the Master Education Plan 2014 Objective 7 specifically sets a goal to develop formal Section 508 compliance plans for the College.

2. The Committee reviewed 10/16/2014 meeting minutes.   Steve Hunt moves to approve the minute, and Ebrahim Jahangard seconds the motion. The 10/16/2014 meeting minute is approved unanimously.

3. Jamie reminded that our next meeting is on 11/13/2014. The following meeting is a joint meeting with Distance Education and is scheduled on 12/4/2014.

4. Jamie reported that the approved technology objectives for 2014 were announced and disseminated to department chairs. The technology request notification for 2015 should be announced soon as well. The Committee discussed and decided to move request timeline ahead and set the due date on 3/4/2015 to facilitate the allocation process. The Committee agrees that if any department miss the deadline, then the evaluation of the proposal will be deferred to a second round after all on-time proposals are evaluated and allocated.

5. Jocelyn presented the State Instructional Block Grant funding structure which includes schedule maintenance, non-technology instructional equipment, and technology instructional equipment portions.   There is a new requirement to report a 5-year expenditure plan.   Jocelyn summarized the major categories of expenditure in the past 5 years, as well as a 5-year projection of instructional technology refresh and estimated technology innovation funds.