

2015_12_03 ISC Meeting Minutes

Attendees: Jinan Darwiche, Maria Erickson, Ellen Cutler, Ebrahim Jahangard, Bob Dammer, Carol Womack, Steve Peterson, Jenn Hsieh

AI not present. Meeting started at 9:30 AM.

Minutes examined. Motion made by Ebrahim to approve minutes with amendments, seconded by Maria, passed at 9:34 AM.

Jinan to email Mary Colavito with ISC decision to drop the Calibrated Peer Review (CPR) technology proposal from last year. Ellen reports that she did receive more information about CPR – and some attention has been paid by UCLA to accessibility aspects of CPR. A web accessibility evaluation tool was used to identify red flag issues with CPR, which were subsequently addressed. The information comes from Arlene Russell at UCLA.

Jinan announces that there is a new location stipulated for the Academic Senate holidays party: 1510 Pico Blvd.

2015-16 Department Technology Proposals and Faculty Computer Requests Emails from the ISC soliciting department technology proposals and faculty computer requests are to be sent out before holiday break. Jinan to utilize emails from last year to put together this year's emails, with a particularly close eye on last year's recipient list. Bob suggests we insert a column in the department technology request google forms for gathering information on possible recurring costs of proposals. Jinan to collaborate with Steve on sending of emails.

Jinan announces she is serving on the on Technology Planning Committee (TPC) and that the TPC is planning a winter retreat for January 22, looking for feedback from SMC constituents on technology needs now and 5 years into the future. Walter Meyer of the TPC wants faculty to participate who are interested in technology.

Jinan asserts that Spring semester is when we should plan 2016-2017 ISC goals, so Jinan will be considering potential goals over the next few weeks and requests the rest of the ISC members to do the same.

Carol asks about the extent of ISC's involvement with Canvas and the upcoming migration from eCompanion to Canvas. Jinan says ISC can determine what it feels to be an appropriate level of involvement. She also reminds the committee that ISC members can also discuss Canvas in more depth at Distance Ed meetings which ISC members are welcome to attend.

Jinan reports that Scott Dawe from Echo360 emailed Jinan asking if SMC has further interested in purchasing the Echo360 product. No overwhelming enthusiasm shown by the committee for pursuing that particular product further.

Maria asks question about switching from 32-bit to 64-bit software, which is being planned and considered for the Modern Language Lab. The machines in that lab are new enough so that they will run 64-bit software faster and more efficiently than 32-bit software. However, the Modern Language Lab may feature some older software programs that can only run on a 32-bit basis, so some preparation will be necessary to prepare for such a change.

Some discussion takes place regarding online classes and using a tool such as ExamGuard to make sure no cheating takes place on tests. Maria mentions anecdotally that she once was challenged by UCLA as far as whether UCLA would give credit for an SMC hybrid class she once taught. Jinan suggests that SMC/ISC should try to establish some best practices for online classes and exams.

Ellen asks if it would benefit SMC to make instructors take a course on how to teach with online tools. Carol mentions a class coming up in spring for STEM instructors that offers a \$200 stipend upon completion. Jinan says SMC could perhaps create 2 levels of courses where a stipend is available for the advanced course but not for the basic. Should courses like these be required of all instructors? Perhaps at least the basic course?

Ellen states that evaluation of accessibility is an expanding endeavor. New job positions are emerging called "Instructional Designers". Part of the job responsibility of Instructional Designers involves evaluating the accessibility of software, working with instructors using various software products and also working with companies selling software to make sure accessibility standards are maintained. Ellen asks if SMC should offer such positions. Carol suggests that now is the time to bring this up as new positions are in the process of being created here at SMC. Extended discussion takes place on this topic with suggestions on tactical suggestions for getting the positions created and making sure they are maintained.

Old business: Jinan has looked at minutes of prior meetings to make sure that various action items are followed up on. One of these items is ServiceNow. Bob reports that once the network authentication project is completed, ServiceNow should be ready for use. First Information Technology will need to complete a requisite network upgrade. When Service now is implemented for general SMC users, it will become a central repository for all Information Technology requests. Bob estimates ServiceNow should be ready by spring semester but this not a promise. The timing could be affected by the progress of other major Information Technology projects. For instance, Information Technology is also in the middle of a complex project of migrating its old datacenter over to new datacenter equipment in the new Information Technology building. That migration should take place on or around the 28th of December.

Another action Jinan has found involves the making of a list of software available for faculty to use. Steve has no recollection. Jinan willing to work with Steve on putting together a list.

Wireless printing. Bob asked when wireless printing might become a reality at SMC. Bob reports that SMC will be asking that the new fleet of Xerox machines that should be installed as part of a new contract starting on July 1 should have wireless print capability built in. This should enable us to offer wireless printing more easily. Jinan hoping to have wireless printing by fall 2016, which at latest would be in December.

Jinan asks if it might help to put together a map of wireless hot (and cold) spots. Jinan asks how people can get wireless capability strengthened in spots where it is needed. Bob says that he just needs to be notified about wirelessly un-covered areas on campus by email and the problem areas will be handled in as little as a day or so.

The Faculty/Staff lab has 20 new computers in its new room on the 1st floor of the Information Technology building. Currently we are waiting for old lab to move to its new location. Bob expects a move during winter semester.

Jinan mentions Waleed has suggested WordPress should be used as a standard tool for creating faculty homepages. However there are security concerns with open source software such as WordPress. There have been reports of open-source-based web sites using being hijacked by ISIS (terrorist group). Jinan states that she has told Waleed that WordPress is not favored for these reasons. SMC does retain SharePoint as a tool, but Jinan feels SharePoint is not stable or preferable to use. It creates too many tags.

Steve mentions that with the current Adobe campus agreement, maybe Dreamweaver would be a viable option. If SharePoint could be fixed it also would be a viable option. Jinan reports that she found WordPress, as used by LMU, to be pretty boring, producing cookie-cutter web pages. Extended discussion takes place on web tool options. Jinan asks, should we investigate faculty homepage tools over the spring?

Lecture capture -- Maria mentions Camtasia -- she test it to some extent and used it for some captioning, and it worked OK though it required careful speech and some attention to editing afterward. Maria reports the results were not completely accessible because no focus was supplied to fields on the screen so that a keyboard could be used to move between fields. Maria reports that she and Ellen called the Camtasia company and were told out that Camtasia was particularly not interested in trying to be accessible.

Maria and Ellen found a new resource, the CCCConfer site. Ellen consulted with CCCConfer about their Lecture Capture options.

Carol moved the meeting be adjourned, Ebrahim seconded. Meeting adjourned at 11:00 AM.

ISC 12/3/15

9:30 a.m.

Bob Dammer

Carol Womack

Steve L. Peterson

Jennifer Hsieh

Jinan Darviche

Maria Erickson

Ellen Cutler

Ebrahim Jahangard

