

## 2016 04 28 ISC Meeting Minutes

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

Meeting begins 9:39 AM

Minutes from 4/7/16 examined. Motion made by Carol, seconded by Ebrahim to approve the minutes. Minutes approved with Maria abstaining.

Jinan presents a first draft she has written consisting of campus-wide smart classroom guidelines. Ellen asks for clarification about plugging personal machines into the classroom A/V systems. There is a distinction between plugging into the classroom A/V system and plugging into the campus network system; using the guest cable to project your laptop image onto the screen rather than the podium computer image is not discouraged. Plugging a network cable into your laptop to connect to the SMC network is discouraged.

Jinan's smart classroom policy document is examined and committee members suggest various changes including some topical re-organization, in preparation for presentation to the Academic Senate.

Technology Planning Committee project – the TPC held a workshop on setting goals for technology at SMC. The TPC has decided to put out some form of survey inquiring about faculty/staff technology needs. What technology needs do faculty and staff have? Also, given some idea of what technology resources presently exist at SMC, what kinds of ideas do faculty and staff have of what resources might be useful for their instructional purposes?

A question arises about ServiceNow, as far as when it might become more generally available (to staff and faculty). Bob reports he is hoping this would take place within a couple of months. ServiceNow will provide a central web location to log in and allow users a central means by which to make various service requests

Campus accessibility awareness -- Ellen reports that DSPS is a few weeks away from debuting its new website which will convey the basically important information on the how's and why's of accessibility.

Campus software list. This list, compiled by Jinan and Steve, shows software that is owned by SMC to various extents, from 30 licenses for Lynda Pro (online training courses) to campus-wide licenses for Microsoft Office and most Adobe Suite products. Steve to ask Mark Engfer for a list of default programs that are presently loaded onto faculty/staff computers. We need to try to gauge whether the set of default programs could be expanded (and if so, to what extent) without compromising hard drive space. Also we need to look into making sure that the entire set of available products is placed on every computer in the Faculty/Staff lab so that there is some kind of reliable venue for allowing users to access the software.

Committee to make one last review of Department Technology requests next meeting to make final determinations on approval/recommendation/prioritization. Unable to project the requests this meeting because the primary computer/projection system in the room was not functional.

Jinan to work with Steve to further research ramifications of distributing laptops to faculty in lieu of workstations, and making sure that Photo faculty, who have a pending technology request falling under this scenario, fully understand these ramifications.

Meeting adjourned at 11AM.

4/28/2016

ISC

Jiyang Dasgupta  
Wolfram Dammer

Maria Erickson

Ellen Cutler

Ebrahim Jahangard

Shawn Jordison

Jennifer Hsieh.

Al DeSalvo

Carol Womack

Steve Peters