

# Information & Instructional Technology Committee

## MINUTES

Thursday, September 25, 2017, 2 – 3:00 pm, Room: L-218

**Co-chairs:** Mario Tejada (SRC CIS), Rick Robison (Library & ETLIS)

**Members:** Percy Roper (Manager. IT), Anne Kingsley (English), Dan Kiely (Library), Rafiquel Bhuiyan (IT), Neal Skapura (Inst. Tech), Carrie Million (DSS), Chrisanne Knox (Marketing/Website), Jizhou Bai (ASDVC)

**Guests:** Satish Warriar (District IT)

Topic	Preparation/Goal <i>(For attached docs, printing is up to you.)</i>
<b>1. Changes to and approval of agenda</b>	
<b>2. Committee charge and membership</b> Time: 10 minutes; Purpose: Information/Discussion Lead: Rick & Mario	Review Committee charge.  Outgoing members: Vivek Bharathan (Web Admin), Kim Christiana (Student Services), Iannucci, Jocelyn  Incoming members: Neal Skapura; Jizhou Bai (Student, ASDVC)
<b>Notes:</b> Robison updated IITC members on membership changes and reviewed IITC's charge.	
<b>3. Committee Goals, 2017-18</b> Time: 15-20 minutes; Purpose: Discussion/Decision Lead: Rick & Mario	What does the Committee need to focus on this year? Where does this Committee fit into or contribute to College initiatives, such as Guided Pathways, Enrollment Management, Equity, and more? Any State efforts?
<b>Notes:</b> The Committee discussed what might be on the horizon for the AY17018 year. Some goals were: 1) take preliminary steps and talk with College Council about revising or rewriting the Technology Master Plan; 2) foster innovation related to information technologies; 3) follow-up and make recommendations on IT-related projects, such as podiums and LA building upgrades; 4) provide input on Classroom Design Standards; and 5) support incorporation of new technologies to improve College operations.	
<b>4. District Updates/Announcements</b> Time: 15 minutes Purpose: Information/Discussion Lead: Satish <ul style="list-style-type: none"> <li>- Classroom Notification Devices</li> <li>- Insite 2.0</li> <li>- Starfish</li> </ul>	
<b>Notes:</b> Satish updated the Committee on various technologies. The Classroom Notification Devices were of particular interest and question regarding future trainings arose.	

<p><b>5. College Updates/Announcements</b>  Time: 15 minutes</p> <ul style="list-style-type: none"> <li>- Accreditation Liaison Officer visit, 10/12 or 10/26</li> <li>- Podiums – Any new developments? Plans?</li> <li>- News from IT department</li> <li>- Pilot project: Student-to-student Tech Help</li> </ul>	
<p><b>Notes:</b> Members shared news on developments across the College. Rick proposed a potential pilot, which would be a Student-to-student (peer-to-peer) Technology Help Desk. He will explore the feasibility of this project over the course of the FA17 semester.</p>	
<p><b>6. Zero Textbook Cost Program – Symbol/Logo in online schedule</b> – What is this new initiative? How best to identify Zero Textbook Cost courses? Process for getting logo into online schedule?</p> <p>Time: 15 minutes  Purpose: Information/Discussion/Recommendation  Lead: Rick</p>	<p><b>Read the state document:</b>  <a href="http://extranet.cccco.edu/Portals/1/AA/OER/2017-18/Memo_AA17_31_ZTC_Symbol_6_2_17.pdf">http://extranet.cccco.edu/Portals/1/AA/OER/2017-18/Memo_AA17_31_ZTC_Symbol_6_2_17.pdf</a></p> <p>This is the logo they have created:  <a href="http://extranet.cccco.edu/Portals/1/AA/OER/2017-18/ZeroCostTextbook_Icon_4C.pdf">http://extranet.cccco.edu/Portals/1/AA/OER/2017-18/ZeroCostTextbook_Icon_4C.pdf</a></p>
<p><b>Notes:</b> Update on new State Initiative to better identify courses with no textbook costs.</p>	
<p><b>7. Web Accessibility Regulations</b> – How is the College and District doing? What do we still need to do (see list)?</p> <p>Time: 15 minutes  Purpose: Discussion/Decision  Lead: Carrie &amp; Satish</p>	<p>Review: <a href="http://ccctechedge.org/opinion/24-accessibility/854-accessibil-it-web-accessibility-regulations">http://ccctechedge.org/opinion/24-accessibility/854-accessibil-it-web-accessibility-regulations</a></p> <p>Recommended actions can include:</p> <ul style="list-style-type: none"> <li>- Identifying a person to be in charge of IT accessibility</li> <li>- Drafting policy language</li> <li>- Having processes to address complaints and to verify accessibility during procurement</li> <li>- Conducting website accessibility scans</li> <li>- Providing education to faculty and staff related to web accessibility and accessible instructional content</li> </ul>
<p><b>Notes:</b> Discussion centered on how the District and College is doing in terms of accessibility of online content. No action was taken.</p>	

*Next meeting: Thursday, October 12, 2-3:30 pm, L-218*