

# Information & Instructional Technology Committee

## MINUTES

Thursday, October 26, 2017, 2 – 3:00 pm, Room: L-218

**PRESENT:** Rick Robison (recorder), Mario Tejada (by phone), co-chairs

**Members:** Percy Roper (Manager. IT), Anne Kingsley (English), Dan Kiely (Library), Rafiqul Bhuiyan (IT), Neal Skapura (Inst. Tech), Carrie Million (DSS), Ken Statham (Website);

**Guest:** Julie Walters

**Absent:** Satish Warriar, Chrisanne Knox, Jizhou Bai (ASDVC)

Topic	Minutes
<p><b>1. Changes to and approval of agenda and minutes</b></p>	<p><b>(Approved)</b></p>
<p><b>2. College/District updates &amp; public comments</b>                      Time: 10-15 minutes                      Purpose: Information/Discussion                      Lead: Rick &amp; Mario</p>	<p><i>Network outage for 10/26 starting at 8pm was discussed. The following motion was passed by IITC:</i></p> <p><b>MOTION:</b> The IITC strongly recommends that District IT with College IT Departments performs scheduled maintenance on the network during times when classes are not in session. <b>(Approved)</b></p> <p><i>Note: Suggested clause “that minimizes impact on student learning” to replace “when classes are not in session” was considered but not approved.</i></p>
<p><b>3. Getting ready for accreditation</b>                      Time: 10-15 minutes                      Purpose: Information/Discussion                      Lead: Julie Walters</p>	<p>Julie reviewed the DVC website location for meeting agendas and minutes. The District’s move to BoardDocs software was mentioned for future consideration.</p> <p>Julie gave IITC a handout that highlighted relevant accreditation responsibilities and considerations for the committee.</p>
<p><b>4. Faculty computing issues: 1) Shared printing setup for academic dept.; 2) Mac support: new IT employee, purchase date of Macs, dongles, etc.; 3) Admin user agreement: 4) Software</b>                      Time: 20 minutes                      Purpose: Discussion/Decision                      Lead: Dan</p>	<p>The committee reviewed emails from faculty and Dan Kiely explained various frustrations with printing at the college, such as location of printers and difficulties mapping to Macs.</p> <p>There is an implicit assumption that DVC’s IT&amp;S cannot support Macs, but this is entirely untrue. All agreed the <b>staff and faculty need to be encouraged to contact IT&amp;S with problems they may encounter using their Macs.</b></p> <p>John Vohs and Rafiqul Bhuiyan are the College’s primary Mac Technicians. An additional Mac expert will start in January.</p>

If faculty require another Konica (multi-function printer) they need to request this through their Dean who will go through VPA John Nahlen. Faculty may also put request into Program Review after consultation with Dean. Departments need to identify a location.

A long conversation ensued on the continuing issue with dongles (A/V adapters) for Macs. Percy outline some of the problems with various Mac models requiring different dongles and the difficulty of establishing a timeframe for College purchasing of dongles. Mario shared a recommended multi-use VGA and HDMI dongle.

The IITC agreed on the following motion:

**MOTION:** IITC recommends that all faculty who received a new College-issued Macintosh computer in the Fall 2017 term and going forward receive an A/V adapter with VGA and HDMI output that functions with DVC's classroom projectors. Faculty will only qualify for one A/V adapter per computer during each refresh cycle.  
**(Approved)**

A discussion ensued related to the "administrator rights" and the difficulty in the process for faculty to obtain these rights. Discussion touched on security needs/requirements versus flexibility needed to innovate and teach creatively. It was noted that the current admin rights form requires a Dean and VP's signature. Many believed the VP should not be required. Further discussion with Deans and VP are necessary.

As an information item, the current IT&S's Service Level Agreement (SLA) states:

**Access rights**

Employees are given access rights as a "Power User." If a user wishes to be approved as an "Administrator" for the college-owned desk or laptop provided for their use, the user must sign a statement accepting responsibility for the legal ownership and use of software other than that installed by Campus IT. Additionally, the user will take on the ownership/responsibility to ensure the operating system software is functioning properly and the computer is free of viruses, spyware and adware.

## FUTURE AGENDA ITEMS

<p><b>Insite accounts &amp; access to public computers. What to do when a student enrolls but doesn't register?</b>                  Time: 10 minutes                  Purpose: Information/Discussion/Decision                  Lead: Dan</p>	<p>Email from Daniel D. Abbott, Director of Administrative Information Systems                  We have disabled &lt;student&gt;'s accounts. Satish Warriar will also be discussing this incident with the District Vice Presidents and the Admissions &amp; Records Directors Committee. We hope to develop an agreed upon procedure to manage these types of concerns. In the meantime, please continue to report similar incidents to our help desk as you did with this one.</p>
<p><b>Tech Needs Survey</b> – What do we want or need to ask of faculty and staff?                  Aspirational survey?                   Time: 15 minutes; Purpose: Discussion/Recommendation                  Lead: Anne</p>	
<p><b>Web Accessibility Regulations</b> – How is the College and District doing? What do we still need to do (see list)?                   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>                   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>Public Printing Costs</b> – Is it time for a fee increase? How do we compare to peers?                   Time: 15 minutes                  Purpose: Discussion/Decision                  Lead: Percy</p>	<p>Investigate peer colleges and local public libraries fees for printing.</p>

Remaining meeting schedule:  
 11/9, ~~11/23~~ (Thanksgiving); 12/14