

Information & Instructional Technology Committee

MINUTES

Thursday, November 9, 2017, 2 – 3:00 pm, Room: L-218

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

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

Topic	Minutes
1. Review and approve agenda and minutes	
Notes: Minutes and agenda approved	
2. Updates and announcements Time: 10 minutes Purpose: Information/Discussion	- Deans' meeting: admin rights discussion; list of approved software; process for approved software
Notes: Discussion ensued about process for faculty to obtain Administrator Rights. Majority of members agreed form doesn't need to include VPI signature. Robison will inquire with Instructional Deans who will take on primary responsibility. A recommendation was advanced that a comprehensive list of pre-approved software and a process to have software pre-approved will lessen the desire by faculty for Admin Rights. Robison will investigate and discuss options at next meeting.	
3. Cost estimate for new A/V adapters (dongles); What adapter is recommended? Time: 15 minutes Purpose: Information/Discussion Lead: Rick	Follow-up on: 11/26/17 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)
Notes: Based on last meeting's motion, the committee used Tejada's suggested A/V adapter, https://www.kensington.com/us/us/4491/k33969ww/sd1500-usb-c-mobile-dock , to create a cost estimate. At \$90 each with approximately 120 new computers issued each year it is estimate to cost about \$11,000 a year to supply faculty with an A/V adapter when they are issued a new computer. College Council will need to approve.	

<p>4. DVD players & podiums Time: 15 minutes Purpose: Information/Discussion Lead: Percy</p>	<p>How many classrooms currently lack any DVD player? What is the checkout process for DVD players? Can we purchase stand-alone DVD players for classrooms? Does this depend upon podium purchases? What is the status on podiums? Will a third, smaller podium be purchased to trial?</p>
<p>Notes: Discussion ensued about many faculty complaints, including formally to the Academic Senate, related to their inability to play DVDs. This occurs primarily in the LA building since the DVD/VHS combo machines were removed and many rooms do not have a computer installed. Current situation requires faculty to check out a DVD player from the IT Help Desk.</p> <p>Motion: IITC recommends buying DVD players for LA Building and any other classrooms that require removal of obsolete equipment (i.e., DVD/VHS combo players). (Approved)</p>	
<p>4. Pay for Print & costs – 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>
<p>Notes: Roper presented a proposal to increase standard printing costs for students from .10/page to .15/page. This increase would include increased reimbursement to departments from .05/page to .075/page. Members wanted to know current actual costs for printing (paper, toner, maintenance, new machines, personnel time). It was agreed that if price were increased, it was necessary to show an upgrade in service. A proposal was made to investigate our current vendors ability to provide Point-of-sale service for credit and debit cards. Roper will contact vendor for information and estimate.</p>	
<p><i>The items below were tabled for a future meeting.</i></p>	
<p>5. Computer standards Time: 20 minutes Purpose: Discussion Lead: Neal</p>	<p>How are current standards decided? How often are they updated? What is the process for input, review and change?</p>
<p>Insite accounts & access to public computers. What to do when a student enrolls but doesn't register? Time: 10 minutes Purpose: Information/Discussion/ Decision Lead: Dan</p>	<p>Email from Daniel D. Abbott, Director of Administrative Information Systems We have disabled <student>'s accounts. Satish Warriar will also be discussing this incident with the District Vice Presidents and the Admissions & 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>

FUTURE AGENDA ITEMS

<p>Web Accessibility Regulations – 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 & Satish</p>	<p>Review: http://ccctechedge.org/opinion/24-accessibility/854-accessibil-it-web-accessibility-regulations</p> <p>Recommended actions can include:</p> <ul style="list-style-type: none">– Identifying a person to be in charge of IT accessibility– Drafting policy language– Having processes to address complaints and to verify accessibility during procurement– Conducting website accessibility scans– Providing education to faculty and staff related to web accessibility and accessible instructional content
<p>6. Tech Needs Survey – What do we want or need to ask of faculty and staff? Aspirational survey?</p> <p>Time: 15 minutes; Purpose: Discussion/Recommendation Lead: Anne</p>	

Remaining meeting schedule:

~~11/23 (Thanksgiving)~~; 12/14