

Information & Instructional Technology Committee

MINUTES

Thursday, December 14, 2017, 2 – 3:30 pm, Room: L-218

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

Members: Percy Roper (Manager. IT), Anne Kingsley (English, DE Coordinator), Dan Kiely (Library), Rafiqul Bhuiyan (IT), Neal Skapura (Inst. Tech), Carrie Million (DSS),

Absent: Ken Statham (Sr. Web Admin); Jizhou Bai (ASDVC)

Guests: Joe Gorga, Interim Dean, Physical Sciences; John Freytag, Chair, Biological Science and Oceanography; Kim Taugher, Biological Sciences

Topic	Notes/Prep		
1. Review and approve agenda and minutes			
2. Updates, announcements, and public comments Time: 10 minutes Purpose: Information/Discussion	- Report to College Council, 11/29/2017 (RR, PR, MT, DK) - Pay for Print, credit/debit options, Feb. presentation (PR) - Technology Master Plan development, Spring 2018 (previous plan audit by RR, MT, PR) - Reflections on FA17 Tech Comm work & process; Improvements? Recommendations?		
3. Employee computer refresh cycle: policy and procedures discussion Time: 20 minutes Purpose: Information/Discussion/Exploration Leads: Joe and John	<i>Guests:</i> Joe Gorga, Interim Dean, Physical Sciences; John Freytag, Chair, Biological Science and Oceanography <u>Desired outcomes:</u> Clearer understanding of computer refresh cycle process, including logistical/administrative limitations Debate/discussion of potential options in process		
<p>Notes: Joe Gorga started the discussion by noting that in many instances computers up for refresh may still be serviceable. Although this may be the case, Percy Roper noted that decommissioned computers get repurposed around the college for a variety of tasks, such as student computing, SARS machines, LA classrooms, and more. John Freytag noted that getting a new computer in August just before the start of classes created worries and concerns at the start of a new semester. John said he preferred a delay although this could result in losing his window of opportunity for a new computer, in which case a replacement computer may need to be paid for by the department.</p> <p>Percy Roper explained the computer refresh process noting that computers are ordered in January for faculty/staff due a new computer in the following fiscal year. Faculty/staff receive an email alerting them that they are eligible for a new computer. If they fail to respond to this email they risk losing their opportunity for a new computer. The general computer refresh timeline is:</p>			
January	March – April - May	June – July	August
IT&S orders new computers in bulk based on eligible employees in database and based on previous computer configuration (laptop/desktop; Mac/PC)	Notices go out to eligible employees. Employees must respond to email.	New computers arrive. Staff may pick up computer. IT&S offers a loaner computer while re-imaging occurs.	Eligible faculty may pick up a new computer prior to start of fall semester

If faculty/staff wait a cycle or do not respond to IT&S's email, they *may* still get a replacement computer, but it will be the computer ordered and received in the January prior to their fiscal year eligibility, i.e., it will be an older model.

After much discussion, a better understanding of the process occurred, but not clear recommendations for improving the process. This topic may be revisited in the future.

4. Faculty Printing – What are the primary difficulties/limitations? What strategies might resolve these issues?

Time: 15 minutes

Purpose: Discussion/Decision

Lead: Dan & Kim

Guest: Kim Taugher, Biological Sciences

Desired outcomes:

- Understanding of current status of faculty printing including pain points/frustrations
- Awareness of IT&S's limitations and challenges
- Possible motion or resolution with recommendations to College Council

Notes: Kim Taugher joined the committee to discuss the difficulties printing in the Life & Health Sciences (LHS) building and in the Science Center (SC). The networked, shared multi-functional Konica printers are located on the 1st floor so that faculty on the 3rd floor of the SC must go down to the 1st floor to retrieve a print job. This disrupts student/faculty interactions, such as help received during office hours, creates privacy concerns (although a code system is being setup to solve this), and creates ADA concerns.

The SC may potentially be able to install a shared printer on the 2nd floor. The SC 3rd floor is too narrow for a shared printer. Division Deans may work with IT&S and VP of Admin and Finance to get another networked printer.

The LHS shared printer is in the 1st floor breakroom. John Freytag noted that many faculty in the LHS building have their own printers and often purchase their own ink/toner.

It was noted that the Budget Committee recommended the College only use shared networked printers due to the cost savings (~2 cents/page versus ~8-10 cents/page).

After much discussion, the solution for faculty on the SC 3rd floor seemed to be stand-alone printers only. The Committee created the following recommendation for College Council:

Motion: In situations where physical space prohibits the installation of a shared network printer and/or ADA issues are a verified concern, Division Dean in consultation with the VP of Administration and Finance should pursue and fund a solution that may include individual stand-alone printers.

FUTURE AGENDA ITEMS

5. Computer standards/configurations

Time: 20 minutes

Purpose: Discussion

Lead: Neal

How are current standards decided? How often are they updated? What is the process for input, review and change? How do we know they are meeting faculty and staff needs?

Examples of configuration options:

MS Surface: <https://goo.gl/ZB8mHo>

Mac: <https://goo.gl/xVALi7>

<p>6. 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 (if in attendance)</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>Tech Needs Survey – What do we want or need to ask of faculty and staff? Aspirational survey? Questions for Tech Plan?</p> <p>Time: 15 minutes; Purpose: Discussion/Recommendation Lead: Anne</p>	<p>Need examples of surveys</p>

Spring 2018 meeting schedule
(2nd & 4th Thursdays):
1/25; 2/8; 2/22; 3/8; 3/28; 4/12; 4/26; 5/10